

IT'S IN THE BAG  
AZ-CA-CO-NV

# BUNDLE AND GO

## Green Bag #4908

Stockton  
FC Recon Records  
STA5FCR



- Daily Work Packet (Forward on the day work is processed in the FC/CBC)
- ◆ Auto-Reconciling Tickets
  - ◆ Canceled Official Checks and Money Orders (originals only, must be marked "void")
  - ◆ Cash Disbursements/Cash Copies of Cash Advances - FC Copies
  - ◆ Check Batch Transmittal Copies with Detail Check Batch Listings
  - ◆ Conditional Receipts
  - ◆ Courier Tag Receipts
  - ◆ Declaration of Loss form (#33817)
  - ◆ Deposit/Withdrawal/Transfer Slips
  - ◆ GL Tickets
  - ◆ Line of Credit Drafts
  - ◆ Loan Payment Coupons
  - ◆ IPS Official Check and Money Order Balancing Copies
  - ◆ TCD (Teller Cash Dispenser) tapes
  - ◆ Tellers Exchange Debit/Credit tickets
  - ◆ Transaction Summary Report (Occasio only)
  - ◆ Travelers Check Purchase File Copies

Place the following in the **outer pocket** of the green bag

- ◆ MAAs & Supporting Documents (W-8BEN form and copy of ID)
- ◆ Any Designation of Successor Custodian
- ◆ Multiple Beneficiary Addendum forms
- ◆ FC Reconciliation envelope with Federal Tax Payments (TT&L)

## Purple Bag #4892

Chatsworth Receiving Center  
N080104



- ◆ ACH Direct Deposit Forms
- ◆ ACH Stop Payments
- ◆ ACH Transaction Dispute Declarations
- ◆ ATM Deposit Balancing forms banded together with a rubber band (CO only)
- ◆ Bank Copies of checking and money market MAAs
- ◆ Certified Copies of Death Certificates
- ◆ Customer Account/CIS Change Request
- ◆ Customer Address & Telephone Change Request
- ◆ Disputed Electronic Transaction Affidavits
- ◆ Empty ATM envelopes banded together with a rubber band (CO only)
- ◆ Incoming collections
- ◆ Journal tapes banded together with a rubber band (CO only)
- ◆ Levies
- ◆ Police Reports (Bad Check Requests)
- ◆ Safebox Autopay Authorization
- ◆ Safebox Change Request
- ◆ Safebox Payment Envelope
- ◆ School Savings Documents
- ◆ Subpoenas/Search Warrants
- ◆ Unauthorized Use - ATM/Check Card Transaction Dispute Declarations
- ◆ US Mail received in FCs (Blue strapped)
- ◆ Verifications of Deposit
- ◆ Writs/Garnishments

## Teal Bag #4956

Stockton Loan Records  
STBBLRM



- ◆ Funded and Secured Residential Collateral Loan Files

↓ PLACE OUTSIDE THE BIG DUFFEL BAG ↓

## Orange Bag #4906

PLACE  
OUTSIDE  
BIG  
DUFFEL  
BAG

- ◆ ATM Deposits (AZ, CA only) Include dated courier tag

## Transit Work Bag #4895



PLACE  
OUTSIDE  
BIG  
DUFFEL  
BAG

- ◆ EDS Work Include dated courier tag

## Pink Bag #30606

Houston  
Consumer Loan Records  
CLRVLTTX



- ◆ Original Consumer Loan Files
- ◆ Original Consumer Collateral Loan Documents

## Yellow Bag #4894

Chatsworth Residential  
Cash Management  
N070302



- ◆ Unprocessed Mortgage Payments

## Red Bag #4891

Chatsworth  
Retirement Plans  
N110607



- ◆ IRA/SEP/QRP/CESA Forms and Supporting Documents
- ◆ Retirement POA Transactions
- ◆ Transfer Requests
- ◆ Notification of Visual Banker Changes & Supporting Documents

## Deluxe Envelope



- ◆ Hardcopy Check Reorder Forms

## Interoffice Envelopes



### Beaverton Servicing Center WST0776

- ◆ Unprocessed Commercial Loan Payments

### Chatsworth Mail Services N140101

- ◆ Outgoing Mail to be Metered (bundled/strapped with a Mail Processing Slip)

### Compliance STA6COM

- ◆ Any correspondence signed/written by Compliance Serving Department
- ◆ B-Notice Letters
- ◆ Dormant Account Reactivation
- ◆ NRA Recertification Letters
- ◆ O-TIN Letters
- ◆ RACE 10K Forms (if hard down)
- ◆ Suspicious Activity Report (SAR)
- ◆ W-9s with 1099 CORRECTION printed on the form.

### Consumer Loan Servicing (Cash Department) SSC0202

- ◆ Consumer Autopay forms
- ◆ Easy Access Payments
- ◆ LOC Maintenance and Closure Requests (form #882)
- ◆ ODLOC Payments and Payoffs (only those that will not post to VB)
- ◆ Unprocessed Consumer Loan Payments

### Forgeries Dept. STA2FOR

- ◆ Forgery/Loss Management items

### Various locations

- ◆ Any other interoffice envelope

### PLACE INSIDE THE BIG DUFFEL BAG

- ◆ Green Stockton FC Recon Records Bag
- ◆ Purple Chatsworth Receiving Center Bag
- ◆ Teal Stockton Loan Records Bag
- ◆ Pink Houston Consumer Loan Records Bag
- ◆ Yellow Chatsworth Residential Cash Management Bag
- ◆ Red Chatsworth Retirement Bag
- ◆ Deluxe Envelope
- ◆ Interoffice Envelopes

### PLACE OUTSIDE THE BIG DUFFEL BAG

- ◆ Orange ATM Deposit bag (AZ, CA only)
- ◆ Transit Work bag