

SUBORDINATE UNIT DEPOSIT ADVICE

PART I – DEPOSITOR INFORMATION

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|---------------------|-------------------|-------------------|
| UNIT CHARTER NUMBER | UNIT NAME | DATE OF DEPOSIT |
| DEPOSITOR'S NAME | DEPOSITOR'S PHONE | DEPOSITOR'S EMAIL |

PART II – DEPOSIT INFORMATION

| ITEM | RECEIVED FROM | ASSET | ACCOUNT/DESCRIPTION | CHECK # | AMOUNT |
|------|---------------|-------|---------------------|---------|--------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
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| 15 | | | | | |

PART III - SUMMARY

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|----------|--------------------------------|----------------------|
| COMMENTS | ADDITIONAL DEPOSITS ON REVERSE | TOTAL DEPOSIT AMOUNT |
| | YES NO | |

PART IV – DEPOSIT INFORMATION (CONTINUED)

| ITEM | RECEIVED FROM | ASSET | ACCOUNT/DESCRIPTION | CHECK # | AMOUNT |
|------|---------------|-------|---------------------|---------|--------|
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
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Indiana Wing Deposit Advice Form Instructions

AUTHORITY: This form is prescribed in INWG Supplement 1 to CAPR 173-1, *Financial Procedures and Accounting*.

PART I: Part I of this form collects information about the unit the deposit is being made for and the contact information of the person who is making the deposit (the depositor). This information is collected for INWG/FM in case any issues or questions arise in the collection of this information.

PART II: Part II of this form records each deposited item and its associated information. Each individual item (i.e. each check, each money order, etc.) must be recorded on its own line (own item number) to properly account for the complete deposit. A collection of checks and money orders may be deposited via a single bank deposit.

RECEIVED FROM – The individual, organization, agency, or other source from which the deposited money was received from.

ASSET – This field is required *only* when the deposit is related to a vehicle or aircraft.

ACCOUNT/DESCRIPTION – If a specific chart of accounts number should be applied to this deposit enter the respective account number. The description is useful for review at a later date and if any questions arise relating to the deposit.

CHECK # - The check or money order number, where applicable, is recorded here to aid in tracking of each deposited item.

AMOUNT – The amount of the individual item being deposited.

PART III: Part III provides the submitter a space to include any pertinent comments or notes for the deposit being submitted. The additional deposits on reverse check box (YES / NO) is provided as a reminder to the submitter that additional deposits exist and to ensure INWG/FM is aware a second page should be found in the submission to validate the accuracy of the deposit. The total deposit amount field is calculated automatically from all amounts entered in Part II and Part IV of this form.

PART IV: Part IV is additional space for recording deposited items. Its format and contents as well as instructions for completion are the same as Part II.

ELECTRONIC SUBMISSION: If the unit has deposited the money directly with the bank, copies are *not* required to be sent to INWG/FM. Submit a completed version of this form (INWGF 100-DA) to fm@inwg.cap.gov. If the money being deposited is the result of a contract, attach a copy of the contract. Units must retain a copy of this form for unit records.

MAIL IN SUBMISSION: If the unit is *not* making the deposit, then this form and all checks/money orders to be deposited will be mailed to INWG/FM. To ensure the most accurate address for mailing is used, refer to the INWG/FM page for the current mailing address here: <https://inwg.sharepoint.com/sites/fm>