



Montana Wing Civil Air Patrol Squadron Checking Account Deposit Form



Deposit Demographic Data	
Today's Date	
Deposit Level	
Date Deposit Documentation Mailed to Wing Administrator	
Mail Service Used	
Mail Service Tracking Number (If Applicable)	
Squadron Account (To Apply Deposit To)	
Name of Member Completing Deposit	

Deposit Itemized Data				
Received From	Income Transaction Description	Deposit Mode	Check #	Amount
Deposit Total:				

Wing Administrator/Director of Finance Use Only	
Date Deposit Currency Was Received	
Date of Wells Fargo Bank Deposit	
Deposit Processed By	

- Instructions for Squadron Finance Officers:**
- Squadrons are authorized to deposit income related funds directly to the Montana Wing Unit Checking account. Squadrons will deposit funds using the bank deposit information provided in the table below.
 - Squadrons will send the following documentation to the wing administrator after a deposit has been made: Copy of this completed form, in addition to a copy of the Wells Fargo Bank deposit receipt verifying the deposit date and amount. Optional: Wells Fargo Deposit slip filled provided to teller for processing the deposit.
 - All deposit information must be received at wing HQ within 24 hours days of deposit!** After one year and at least three attempts by wing headquarters to identify unclaimed funds, any unclaimed deposit funds will be allocated equally among all Montana Wing squadrons participating in the wing banking program.
 - Deposit documentation may be sent to the wing administrator via conventional mail (USPS, UPS, FedEx) or via e-mail. E-mail and mailing details are located in the tables at the bottom of this form.

<u>Wells Fargo Account Deposit Information</u>
Bank: Wells Fargo Account Type: Checking Account Number: 2118259809

<u>Wing Administrator Contact Information</u>
E-mail: tconner@caphnq.gov Work: (406) 731-3322 Cell: (406) 403-2898

<u>Wing HQ Mailing Information:</u>
Teresa Conner, Wing Administrator Montana Wing Civil Air Patrol P.O. Box 1887 Great Falls, MT 59403-1887