



To: Divisional Financial Officers
From: Sanish Samuel, Controller and Director, Financial Services
Date: December 16, 2024
Re: **Final Day for 215 Huron Cashier Deposit Drop Offs**

Further to our latest [announcement](#), deposits are no longer accepted at the FSD Cashier's Office.

Going forward, all deposits must be made directly at a CIBC branch to a departmental subordinate account, or to a cashier's account (if a Division and/or Department does not have a departmental subordinate account). Deposit drop-offs are NOT accepted at the Fitzgerald Building.

If a department has any remaining deposits on hand, please deliver them to the 215 Huron Street Cashier's office by 4:30pm today, Monday, December 16, 2024.

Please note that the Cashier's Office Closure does not affect the deposit process for cheque and EFT payments of AR Invoices processed through FSD Accounts Receivable.

To support departments with this transition, several resources are available on the FSD Cashier's [website](#), including:

- A map of the nearest CIBC Branches to STG Campus
- Self-Deposit Procedures and Instructional Guide
- Self-Deposit FAQs
- Lunch & Learn: [Cashier Changes and Self-Deposit Procedures](#)

Financial Services continues to support each department by:

- Providing resources and instructions for electronic deposit alternatives
- Creating subordinate accounts for departments who wish to deposit to a departmental subordinate account
- Training how to complete CIBC deposit slips when processing cash and cheque deposits
- Identifying the closest CIBC branch for departments to make deposits

For any questions, please contact FSD Cashier's Office at fsdcashiersoffice@utoronto.ca.