



To: Divisional Financial Officers
From: Sanish Samuel, Controller and Director, Financial Services
Date: December 18, 2024
Re: **Launch of Self-Deposit Procedure for Cashier's Account(s)**

*****Please disregard the previous announcement and note the highlighted corrections to the transit number to be used (00402) and the updated support links below*****

As users of the FSD Cashier's Office transition to self-deposit, please refer to the below which seeks to clarify the commonly asked questions received by our team:

- **Deposits will not be accepted at the Fitzgerald Building due to logistical and security concerns. Any deposits received through Campus Mail will be returned to sender for self-deposit at a CIBC branch.**
- **Self-deposits made to the Cashier's CAD or USD account can be made at any CIBC branch, however, all deposits must note the transit number "00402" on the CIBC and UofT deposit slip in addition to the account number.**
- **If you have already self-deposited to a CIBC branch, please ensure your supporting documents are sent to FSD Cashier's Office fsdcashiersoffice@utoronto.ca by Friday, December 20, before the holiday closure.**
- **The Cashier's Office Closure does not affect the deposit process for cheque and EFT payments of AR Invoices processed through FSD Accounts Receivable. Cheques for AR Invoices will continue to be deposited by FSD.**
- **All deposits to both the cashier's subordinate account and departmental subordinate account will continue to be cleared by FSD. Supporting documentation should continue to be emailed to fsdcashiersoffice@utoronto.ca for clearing.**

Several resources are available on the FSD Cashier's [website](#), including:

- A map of the nearest CIBC Branches to STG Campus
- **UPDATED LINK:** [Self-Deposit Procedures and Instructional Guide](#)
(Update on Slide 6: 5-digit transit number "00402" listed for CAD/USD Cashier's subordinate deposits.)
- Self-Deposit FAQs
- **UPDATED LINK:** Lunch & Learn: [Cashier Changes and Self-Deposit Procedures](#)
(Update on Slide 18: 5-digit transit number "00402" listed for CAD/USD Cashier's subordinate deposits.)

For any questions, please contact FSD Cashier's Office at fsdcashiersoffice@utoronto.ca. We appreciate your continued support and patience with this transition.