



**To:** Divisional Financial Officers  
**From:** Sanish Samuel, Controller and Director, Financial Services  
**Date:** November 12, 2024  
**Re:** **Transition Update on the Closure of the Financial Services Cashier Function**

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Further to our [announcements](#) on September 30, 2024 and October 15, 2024, the FSD Cashier's Office will begin the next phase of its wind down of drop off deposit services at 215 Huron Street.

As indicated in previous announcements, the in-office services of the Cashier's Office will **fully cease on December 18, 2024**, after which **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).

**Cash and cheque deposits will continue to be accepted at 215 Huron Street during the transition period from October 15, 2024 to December 13, 2024.** The deposit schedule for 215 Huron Street for November 2024 can be found on our [website](#).

**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

The FSD Cashier's Office will be hosting a FAST Lunch & Learn session on **Tuesday, November 19 at 12:00pm** to provide instruction on the self-deposit procedures. All department representatives are encouraged to attend.

Lastly, Financial Services will continue 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](mailto:fsdcashiersoffice@utoronto.ca).