

MIT Check Deposit Form

1. Please complete **blue fields** of this form.
2. Print the completed form and send it, with the checks, to:
MIT Office of the Vice President for Finance, Cashier Services, NE49-3000

Date		Department	
Name		Phone	
Email	<i>Email address required to receive email receipt.</i>		

Cost Object	Country of Origin	G/L Account	G/L Name	Description (will appear on statement)	Deposit Amount	Date of Deposit (if different from today's date)

Total Deposit	
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Email cashier-services@mit.edu with any questions about check deposits and G/L Accounts.