

**CASH PAYMENT VERIFICATION FORM**

**INSTRUCTIONS:** This form must be completed in advance of a deposit appointment by the business making the cash deposit. This form must accompany the sealed deposit bag and remain **OUTSIDE** the deposit bag. **Please use a separate deposit bag and cash payment verification form for each payment type.**

**SUBMIT:** This completed form and sealed deposit bag with cash to City staff

**ATTENTION:** The following three items will be provided to you at your appointment:

1. A receipt of your payment
2. A copy of this completed form with the bank deposit bag number completed at the bottom
3. A copy of the bank deposit bag slip

**IF YOU ARE MISSING ANY OF THESE ITEMS, PLEASE NOTIFY YOUR CASHIER IMMEDIATELY OR CALL (916) 808-1251.**

DATE OF PAYMENT: \_\_\_\_\_

PAYMENT TYPE (please select one):                           BUSINESS TAX                           PERMIT                           INVOICE

TAX ACCOUNT, PERMIT or INVOICE NO: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS CONTACT NAME: \_\_\_\_\_

BUSINESS CONTACT PHONE: \_\_\_\_\_

TOTAL AMOUNT DELIVERED: \_\_\_\_\_

DENOMINATION OF AMOUNT DELIVERED	DENOMINATION COUNT	TOTAL VALUE
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
Quarters		
Dimes		
Nickels		
Pennies		
<b>TOTAL</b>		\$

**Please sign below to verify the amount counted**

**Denominations on this form should match the total deposit on the bank deposit slip**

<b>Revenue Staff Use Only:</b>	
<b>DEPOSIT BAG NO:</b>	<b>STAFF INITIALS:</b>