



DMV SELECT OFFICES/AUTO AUCTIONS ONLY Remote Bank Deposits CSCOM-707.2

Original Date: 07/21/2025

Revision Date:

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DESCRIPTION

This procedure provides DMV Selects/Auto Auction guidelines for management to prepare daily revenue collections and complete remote bank deposits.

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BACKGROUND

Bank deposit errors take a great deal of employee time to correct, involving the Treasury, DMV HQ Cashiers Office, and Financial Analysis and Reconciliation (FAR). DMV Select/Auto Auction management will be held accountable for errors in bank deposits.

Bank deposits must be processed by management and/or a key holder. Another member of management and/or a key holder must witness this process. If the bank deposit does not balance, the witness must physically count the deposit to verify the total.

DMV Select/Auto Auction management **must**:

- Establish an authorized user list of employees who will be accessing the remote deposit service, **and**:
 - Provide the list of authorized users to the Department of the Treasury.
 - Notify the Department of the Treasury of any changes to the list of authorized users immediately.

IMPORTANT: The Department of the Treasury requires the DMV Select/Auto Auction management to complete an annual certification process verifying the authorized users for the remote deposit process.

- Ensure adequate internal controls in the use and reconciliation of the funds.
 - Ensure there is a separation of duties:
 - Account reconciler
 - Handling of banking receipts,
 - Deposit preparation, review and approval of reconciliations.
- Have a dedicated PC that has a scanner to perform the daily DMV Remote Deposits.
 - DMV Select/Auto Auction management must set up a dedicated “**DMV (Your Bank) Remote Deposits**” folder on the dedicated PC.
 - Label the Remote Deposit folder as stated above. For example: If your bank is JP Morgan, you would label the folder – “**DMV JPM Remote Deposits**”.

Deposits must be prepared, and remote deposits should be completed no later than 10:00 A.M. on the next business day after which the funds were collected (i.e. transactions processed 12/17/19, remote bank deposit prepared and completed no later than 10:00 A.M. on 12/18/19)

When a DMV Select/Auto Auction must change the bank where they make deposits (remote check deposits **and** physical check and cash deposits), as outlined in [Changing Banks for CSC Deposit Account or Petty Cash Fund Checking](#), DMV Select/Auto Auction management must complete a "Bank Change Request" ([FMS-106](#)) and scan it to the DMV Cashier's Office Manager or mail it to Richmond HQ. The FMS-106 must be submitted 35 days in advance of the requested change date. The bank change can only be implemented after the approved FMS 106 is returned to the DMV Select/Auto Auction.

When a customer check is returned from the financial institution, the financial institution will work directly with DMV Financial Services Department to clear the returned item(s).

If DMV Select/Auto Auction management determines misconduct by DMV Select/Auto Auction staff, they must notify DMV Senior Management, DMV Cashier's Office, and the Treasury Cash Management Banking Services according to the Code of Virginia §30-138.

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MANAGEMENT FUNCTIONS – RECONCILING DAILY REVENUE

1. Print the "**List Revenue Activity**" report from the system.
 2. Deposit preparer:
 - Reconciles cash and checks:
 - a. Separate cash by denominations.
 - b. Count all coins and place them in a coin envelope. Indicate total on outside of envelope.
 - c. Run an adding machine tape (**Check Tape 1**) on the checks.
 - d. Count deposit and run an adding machine tape (**Total Deposit Tape**) showing the grand total of the deposit broken down by coins, cash, and checks.
 - e. Match grand total of money against total on the "**List Revenue Activity**" report.
 - If totals match, continue preparing the deposit.
 - If totals do not match:
 - Review and compare cash/check totals for each CSR with the "**List Revenue Activity**" report.
 - Identify the CSR with a discrepancy.
 - Correct the error(s).
 - Continue preparing the deposit.
 - Reconciling debit/credit card totals:
 - a. View the **Debit/Credit Card Activity Report** from MySelect.
 - b. Match the "**List Revenue Activity**" credit card grand total against the total on the "**Debit/Credit Card Activity Report**".
 - If totals match, continue preparing the deposit.
 - If totals do not match:
 - i. Review and compare credit card totals for each CSR in mySelect against those listed on the "**Debit/Credit Card Activity Report**".
 - ii. Identify the CSR with discrepancies.
 - iii. Review and compare credit card transactions for that CSR against those listed on the "**Debit/Credit Card Activity Report**".
- IMPORTANT:** DMV Select/Auto Auction Management must contact DMV Senior Management to correct credit card discrepancies before the system is closed out.
3. Deposit Witness:
 - Witness the preparation of the deposit.
 - Match totals against the **Total Deposit Tape** ensuring the cash/coin/check deposit amounts match.
 - If the deposit does not balance, physically count the deposit to verify total.
 - i. If the deposit still does not balance, refer to [CSCOM-706](#)
 - If the deposit balances, continue to the next step.
4. Exchange all cash and coins for a check from the contractual partner's business checking account.
 - Write a check to DMV from the contractual partner's business account for the exact amount of the total cash and coin collected for the day.

NOTE: All cash and coins must be converted to check so they may be included in the remote deposit.
 - Stamp the back of the check and ensure it is endorsed for deposit into the DMV account.
 - Write the following in the stamp information:
 - Customer Number – write the DMV Select/Auto Auction Location Number (Source Code) as the "Customer Number". (Example: 387 DMV Select)
 - DMV Teller Log in ID (**DMVXXX**)
 - Phone Number – DMV Select/Auto Auction phone number.

NOTE: The "Log Number" is not required for this check stamp.
 - Place the contractual partner's check with the checks.
5. Run one new adding machine tape (**Check Tape 2**) on the checks including the check that was exchanged for the cash/coin amount.
 - Ensure the new total on **Check Tape 2** matches the total of checks/coins/cash listed on the "**List Revenue Activity**" report and **Total Deposit Tape**.
 - If the amounts are the same:
 - Proceed to step #7.
 - If the amounts are not the same:
 - Review the check tape to find the difference.

- Run one new check tape (**Check Tape 2**) reflecting the corrected total that matches the total deposit amount.
- 6. Deposit preparer and witness must initial all original adding machine tapes (**Check Tape 1, Check Tape 2, Total Deposit Tape**) to certify that counts were verified and totals match.
- 7. Make two photocopies of all adding machine tapes. (**Check Tape 1, Check Tape 2 and Total Deposit Tape**)
 - Place one photocopy of all adding machine tapes with the “List Revenue Activity” report.
 - Attach one photocopy of all adding machine tapes **and all original adding machine tapes (Check Tape 1, Check Tape 2, and Total Deposit Tape)** to the checks.

Refer to table below for Responsibilities for the Deposit Preparer and Deposit Witness as quick reference for adding machine tapes.

Adding Machine Tapes ^{1,2,3}	Responsibilities for Deposit Preparer and Deposit Witness
Check Tape 1	Total of all checks received for current day's work • Deposit Preparer runs Check Tape 1 • Deposit Witness verifies total check amount matches the “List Revenue Activity” report
Check Tape 2	Total of all checks received for current day's work plus check from contractual partner exchanged for daily coin/cash collections • Deposit Preparer runs Check Tape 2 • Deposit Witness verifies Check Tape 2 matches the Total Deposit Tape
Total Deposit Tape	Total of all cash/checks/coin for current day's work • Deposit Preparer runs the Total Deposit Tape • Deposit Witness verifies the Total Deposit Tape matches the “List Revenue Activity” report and Check Tape 2
ADDITIONAL REQUIREMENTS	
1. All original adding machine tapes must be initialed by the Deposit Preparer and the Deposit Witness. 2. All original adding machine tapes must be photocopied. • Make two photocopies of all adding machine tapes ○ Place one photocopy of the adding machine tapes with the “List Revenue Activity” report ○ Place one photocopy of the adding machine tapes with the bundle of checks. 3. All original adding machine tapes must be filed with the bundle of checks.	

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MANAGEMENT FUNCTIONS – PREPARATION OF DEPOSIT TICKET (REMOTE DEPOSIT ONLY)

Deposit Preparer:

1. Retrieve the next deposit ticket in numeric order.
2. Complete the deposit ticket in its entirety.
 - Write the total amount of the checks on the deposit ticket.
 - Write the total deposit amount on the deposit ticket.
 - Both the deposit preparer and the witness must sign, not initial, the deposit ticket.
 - The deposit ticket number will be used when scanning the checks.
3. Enter the deposit information into the MySelect system.
 - Daily Deposits must be prepared and entered in the MySelect system no later than 10:00 A.M. on the next business day after which the funds were collected.

NOTE: The settlement must be closed on the next business day.

 - The system will not allow the settlement to be closed on the same business day for which the funds were collected.
4. Prepare the checks to be placed into the scanner to be deposited.
5. Perform the remote deposit by scanning the checks according to the procedures agreed upon by the bank used by the DMV Select/Auto Auction and the Treasurer of the State of Virginia.
 - Ensure the remote deposit is completed no later than 10:00 A.M. the next business day after the funds were collected.
 - DMV Select/Auto Auction personnel must not allow unsuccessful reconciliation to prevent making a deposit to the bank.

- The scanning process must be performed using the dedicated, secure – password protected – PC provided by the contractual partner and the scanner provided by the authorized bank that has entered into an agreement with the contractual partner and the Treasurer of Virginia.

IMPORTANT: The dedicated PC used by the contractual partner **must** be SECURED (password protected) and used for the remote deposit process ONLY.

- The DMV settlement number for the date of work matching the deposit should be entered as the “Reference Text” and the Deposit Ticket number should be entered as the “Batch Number” on the remote deposit.
 - If your State Selected Bank does not provide the “Reference Text” or “Batch Number” in the remote deposit process, the Settlement Number and the Deposit Ticket Number should be written on the deposit confirmation that is printed after submitting the deposit to the bank.

NOTE: When a check is rejected or there is a problem with the system or the deposit, do the following:

- If a check is rejected for any reason, refer to the instructions from the State of Virginia Treasurer and your bank.
 - If needed, you may contact the Director of DMV Select Services, the DMV Select HQ Team, or the DMV Cashier’s Office for further instructions as to how to complete the deposit.
- When there is a problem with the system or the deposit preventing the completion of the deposit, notify the DMV Cashier’s Office and DMV HQ Senior Management immediately.
- Verify all check images are properly scanned – meaning the images are clear and easy to read.
 - If all images are scanned properly, save them in the dedicated “DMV (Your Bank) Remote Deposits” folder on the dedicated PC.
 - a. Label the document for the scanned checks as “**Date - Check Images (Bank Name) DMV Remote Deposit**”. For example, if your bank is JP Morgan - “**11/25/25 Check Images JPM DMV Remote Deposit**”
 - If a check image is not legible, photocopy the check and scan the photocopy of the check and save it in the daily deposit folder with the other scanned documents. (Use the same “label” format used for the check images when saving the document. For example: “**11/25/25 Check Images JPM DMV Remote Deposit Scan 2**”)

NOTE: Using the label format ensures all documents for all DMV Select/Auto Auctions are uniform and easy to find if requested by Treasury, DMV Cashier’s Office, DMV Internal Audit, ETC.)

- The images should be kept in the files on the PC indefinitely.

6. Ensure the remote deposit total matches the total amount of **Check Tape 2** attached to the checks.
7. Save a copy of the Deposit Confirmation in the DMV Remote Deposits folder on your system.
 - Label the Deposit Confirmation as follows – “**Date of Deposit – Deposit Confirmation – Bank Name – DMV Remote Deposit**” for example, if your bank is JP Morgan – “**11/25/25 DMV JP Morgan Deposit Confirmation**”
 - The images should be kept in the files on the pc indefinitely.
8. Print two copies of the Deposit Confirmation indicating the remote deposit has been submitted to the bank and showing a list of the checks that were scanned and deposited.
 - Ensure the settlement number for the date of work matching the deposit date is recorded on the confirmation.
9. Email the Deposit Confirmation to the DMV Cashier’s Office at cashiersoffice@dmv.virginia.gov .
10. Place one copy of the printed Deposit Confirmation with the checks.
11. Ensure the State Selected Bank Batch Header/Adding Machine Tape (attached to the checks)/MySelect Totals (3WAY MATCH) reconcile.
 - If the totals reconcile:
 - Continue to the next step.
 - If the totals do not reconcile:
 - Identify the discrepancy.
 - Make correction(s) as necessary.
 - Reconcile 3WAY Match
12. Deposit preparer and witness must sign, not initial, the deposit ticket.
13. Record all required “Deposit Information” on the Monthly CSC Office Change Fund Deposit Long ([CSMA 38](#)).
 - Retain the CSMA 38 in accordance with the Document Retention Table ([CSCOM-1101](#)).

14. Photocopy the deposit ticket (if additional duplicate carbon copies are not available) to be filed in the DMV Select Office/Auto Auction.
15. Ensure the following documents are attached to the "List Revenue Activity" report and place in a locked secure file in the DMV Select/Auto Auction location and retain according to retention guidelines:
 - The original signed deposit ticket
 - The photocopy of **all** adding machine tapes. (**Check Tape 1, Check Tape 2, and Total Deposit Tape**)
 - The original signed Deposit Confirmation.
16. Gather checks, all original adding machine tapes, and the deposit confirmation.
 - Place checks, tapes, photocopy (or duplicate carbon copy) of the deposit ticket, and confirmation in an envelope and seal.
 - Write the date the funds were collected written on the outside of the envelope.
 - Place the envelope in a secured locked file at the DMV Select/Auto Auction location.

IMPORTANT: The checks are to be kept for no longer than 90 days in a secure environment to ensure they have cleared the bank for payment. At the end of the 90-day retention period, the checks and the deposit confirmation **must** be securely destroyed.

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MANAGEMENT FUNCTIONS—SYSTEM CLOSEOUT REQUIREMENTS

1. Verify revenue collections were entered into the system and close the office.
2. To close settlements, refer to [CSCOM-104](#).

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