



Envelope Cash Denomination Forms

Whether you get your paychecks directly deposited into your bank account or if you receive a physical paycheck, you'll need to get cash from the bank to stock your envelopes. On the next page, you will find forms that will make it simple and easy for you to go to the bank and get the cash you need in the denominations you want.

Once you have filled out the form, simply take it to the teller so they know exactly how much you'll need and what bills to provide you with. This helps save time and confusion for both you and the teller you're working with.

How to Use These Forms

- Under the Category field, input the envelope category of your choice
o For example, "Groceries", "Entertainment", "Mad Money", etc.
- Under the Amount Funded field, enter the total dollar amount you wish to withdraw for that specific envelope.
- After deciding the dollar amount for each envelope, decide what denominations of bills you want for each account, and under the appropriate denomination, enter the number of those bills you wish to withdraw.
- In the row labeled **Totals**, enter the total amount you wish to receive under the "Amount Funded" column, and under each subsequent column, enter the number of bills and the dollar value for the total amount of each you wish to receive.
- For example:

CATEGORY	Amount Funded	Quantity of \$50 Bills	Quantity of \$20 Bills	Quantity of \$10 Bills	Quantity of \$5 Bills
Groceries	\$200				
TOTALS					

CATEGORY	Amount Funded	Quantity of \$50 Bills	Quantity of \$20 Bills	Quantity of \$10 Bills	Quantity of \$5 Bills
TOTALS					

CATEGORY	Amount Funded	Quantity of \$50 Bills	Quantity of \$20 Bills	Quantity of \$10 Bills	Quantity of \$5 Bills
TOTALS					

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TOTALS					