

# How to Make a Deposit

LTPs are able to make deposits locally at any **CHASE BANK**. The only thing you need to do is:

1. Be sure to put SOLA's account number on the deposit slip.
2. Date the deposit slip.
3. Write "Special Olympics Louisiana" for the customer name.
4. Write the name of your LTP somewhere on the deposit slip.
5. Write your name and a phone number somewhere on the deposit slip.
6. Write what the deposit is for (general fundraising, Torch Run, special event, etc)

SOLA is notified whenever a deposit is made. We also receive images of the deposit slip and all deposited items. There is no need to make copies of checks to send to SOLA. You also do not need to notify the State Office when a deposit has been made as long as you follow the instructions above.

See sample below.

