

## ONLINE MESSENGER SERVICE CENTER ELECTRONIC FUNDS TRANSFER SUMMARY

Site Name/Number: \_\_\_\_\_

\_\_\_\_\_  
mm/dd/yy

### Close Counter Drawer Checklist

1) Enter the Site Name/Number & Deposit Date on Electronic Funds Transfer Summary.  
(Using the 2-day Online Messenger deposit day calendar)

2) Total the drawer amounts on the Counter Drawer Summary below.

DL DRAWER: Beginning WID: _____	Ending WID: _____
DL DRAWER: Beginning WID: _____	Ending WID: _____
VR DRAWER: Beginning WID: _____	Ending WID: _____
VR DRAWER: Beginning WID: _____	Ending WID: _____

3) Fill in the amount and the date & time of transfer fax this sheet to PennDOT at (717)783-8184

**Note: Only one (1) transfer should be made for the combined total from both Bureaus.**

#### Driver Licensing

Drawer ID	\$ AMOUNT
<b>Total DL Receipts</b>	<b>\$ -</b>

#### Motor Vehicles

Drawer ID	\$ AMOUNT
	<b>\$ -</b>

**TOTAL AMOUNT TRANSFERRED: \$ -**

Date of Transfer: \_\_\_\_\_  
mm/dd/yy

Time of Transfer: \_\_\_\_\_  
Write or Type AM or PM

Completed By: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*For Fee Accounting Use Only*

EFT Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ EFT Amount: \$ \_\_\_\_\_

Remarks: \_\_\_\_\_