

Customer Instructions The UPS Store® and Mail Boxes Etc.®

MAIL BOXES ETC.®

Waterfield Bank Deposit Instructions



Step 1: Locate one of over 4,400 convenient locations nearest you via www.theupsstore.com, www.mbe.com or by calling 1-800-789-4MBE.

Step 2: Take this document with you along with your deposit to The UPS Store® or Mail Boxes Etc.® location and tell the center associate you are part of the Corporate Account program for Waterfield Bank.

NOTE: Cash is not authorized for shipment.

For The UPS Store® / Mail Boxes Etc.® Center Associate Use Only

The UPS Store® / Mail Boxes Etc.® Instructions

If you have questions regarding how to process this transaction, call MBE Technical Operations at 800-546-8008.

Center Associate: Follow the instructions listed below and ring up all charges within your POS

1. Customer will arrive to ship envelope to Waterfield Bank, 11595 Meridian Street, Suite 250, Carmel, IN 46032.
2. Have the customer complete the PSO form, give them the Yellow copy when transaction is completed with the tracking number.
3. Provide the customer with a 9x12 or larger manila envelope so they may place their sealed envelope in it.
4. Access the appropriate work order in the POS for Waterfield Bank.
5. Enter the appropriate information into the POS Work Order(s) and press POST to complete the transaction.

NOTE: You will receive payment via your monthly Program Revenue Payment from the MBE Home Office. You will not collect any money for this transaction from the customer.