

1. Please dial 1-800-267-2422:

- For English, press 1
For French, press 2
- Enter your customer number and your pass code
- To enter a deposit, press 1
- To inquire about or delete an unprocessed deposit, press 2

2. To enter a deposit:

- Please enter the full amount of the deposit (no decimal required)
- Confirm or re-enter the amount

When confirmed, the system will give you a 4-digit confirmation number for that deposit and advise whether the deposit will be processed the same day or next day.

(All deposits entered up to 6:00 p.m. Eastern Standard Time will be processed same day.)

3. To inquire about or delete a deposit:

You will hear a message that deposits are processed each business day at 6:00 p.m. Eastern Standard Time. **You cannot inquire about or delete a deposit once it has been processed.**

- To inquire about or delete a deposit, press 1
- To inquire about or delete a deposit using the 4-digit confirmation number, press 2
- To inquire about or delete a deposit using the dollar amount of the deposit, press 3

(If you have several deposits, the system will play each unprocessed item. Press "" to repeat.)*

If you select the deposit to be deleted, you will hear the following message:

"You have requested to delete the deposit in the amount of \$\$\$."

- To confirm, press 1; press 2 to return to the list of deposits

If you press 1 to confirm, the system will give you a confirmation number.

This new confirmation number for DELETIONS always starts with the letter "D" (e.g., "D1234").

- Then you can choose from the following:
 1. To inquire about or delete another deposit, press 2
 2. To return to the main menu, press 8
 3. To end the call, press 9

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