



Ohio Administrative Code Rule 113-1-02 Payments into the state treasury.

Effective: [May 14, 2022](#)

(A) Fees and moneys to be paid timely

(1) Notwithstanding R.C. 5703.058 or other statutory provisions, within three (3) business days of physical receipt by a state entity, every state entity shall provide one or more revenue pay-in documents and a copy of the deposit ticket(s) to the treasurer for all moneys, checks, and drafts received for the state.

(2) Notwithstanding R.C. 5703.058 or other statutory provisions, within three (3) business days of an electronic deposit into a state entity's bank account established by the treasurer, every state entity shall provide one or more revenue pay-in documents for all electronic deposits (e.g., checks scanned for deposit, ACH transactions, wires, revenue from financial transaction devices).

(3) If moneys, checks, drafts, ACH transactions, wires, and revenue from financial transaction devices are not paid in within the timeframe specified in paragraph (A)(1) or (A)(2) of this rule, or modified as requested by the treasurer, and the treasurer has attempted to communicate with the state entity regarding the matter, the treasurer may, at a time of its choosing, prepare a revenue pay-in document supporting the deposit. If the information that the treasurer utilized to create the revenue pay-in document does not accurately record the moneys, checks, drafts, or electronic deposit received, the state entity shall modify the revenue pay-in document and resubmit to the office of budget and management for approval.

(B) Currency and cash preparation

All cash must have a separate deposit ticket prepared, be placed in a tamper proof deposit bag and deposited at the bank into the state treasury account. The tamper proof deposit bag may contain bundles of both cash and checks.

(C) Check preparation and designation of payment



- (1) Payee shall be written as: "Ohio Treasurer of State." No checks received for payment of state fees, taxes, or other charges are to be returned because of the incorrect designation of payee and no state entity shall discard any forms or expend any funds to update forms merely to comply with the designation of payment.
 - (2) The treasurer shall have discretion to set policies concerning the acceptance, honoring, or cashing of any check drawn upon a financial institution chartered or organized outside the jurisdiction of the United States.
 - (3) All checks must have a proper routing number and account number on the bottom of the check. Any check that does not have this information may be rejected by the depositing financial institution of the state treasury and be returned to the state entity.
 - (4) Written and legal amounts must match.
 - (5) Signature line or lines must be signed.
 - (6) Checks presented shall have a valid date and shall be presented before their stale date.
 - (7) All staples and stubs shall be removed from all checks.
 - (8) If the check has an amount limit, the check may not exceed that limit.
 - (9) Checks shall not be folded or mutilated when bundled. All checks must be presented in good condition when deposited into the state treasury.
 - (10) All checks shall be stamped on the back with a state entity identifier stamp. The stamp may also state 'For Deposit Only' if desired.
- (D) Incoming ACH/wire designation of payment

All state entities receiving ACH or wire payments must instruct the payer to clearly identify the state



entity receiving the funds. The state entity can be identified by name or by a three- or four-character acronym.

(E) Batch and deposit preparation for financial institutions

(1) Cash shall be in a separate bundle with a deposit ticket attached.

(2) Checks denominated in U.S. dollars must be bundled as follows:

(a) No more than one hundred checks per bundle;

(b) Accompanied by a list tape displaying the total amount of the deposit (including single check deposits). Each check must be separately listed on the list tape; and

(c) Contain a separate deposit ticket per bundle.

(3) All foreign checks must be separated into a separate check bundle, list tape, and deposit ticket.

(4) All deposits must be placed in a tamper-proof deposit bag. Bundles of cash and/or checks can be placed in the same tamper-proof deposit bag.

(F) Revenue pay-in document preparation for the treasurer of state

(1) A single revenue pay-in document may be prepared for multiple deposit tickets.

(2) The revenue pay-in document and copies of the related deposit ticket(s) shall be submitted to the treasurer.

(3) The revenue pay-in document shall not be placed inside the tamper-proof deposit bag.

(4) List and label adjustments, bad checks, cash, and checks separately in the "detailed description of revenue by source" section of the state entity's revenue pay-in document.



- (5) When a revenue pay-in document includes bad checks, deposit corrections, or other adjustments, the state entity shall submit a photocopy of the original revenue pay-in document with the adjusted pay-in document.
- (6) Any revenue pay-in document that has multiple wires or ACH transactions must list them separately on the revenue pay-in document.
- (7) A single wire or ACH transaction must not be separated between more than one revenue pay-in document.
- (8) All revenue pay-in documents must have a contact name and phone number.
- (9) All revenue pay-in documents must be approved by the state entity prior to submission to the treasurer.
- (10) Revenue pay-in documents that do not follow these procedures will not be accepted.