

Deposit receipt checklist

Before you sign or hand over a non-refundable deposit for CDL training — force a **written receipt trail**. Not legal advice. Independent — not FMCSA.

- **Order:** Registry Active → written itemized quote → funding path clear → *this receipt checklist* → then money moves.
- **No receipt, no deposit.** A verbal “we’ll email it later” is not a receipt.

Must have on paper / email before paying

- ☐ Legal business name + training address that matches FMCSA TPR search:

- ☐ Amount of this payment \$_____ · Method: ☐ Card ☐ Cash ☐ Check ☐ Other _____
- ☐ What this payment is for (quote line items): _____
- ☐ Refundable? ☐ Yes until date _____ ☐ Partial ☐ Non-refundable — policy attached ☐
- ☐ Receipt / confirmation number: _____ · Date/time _____ · Staff name _____
- ☐ Itemized quote total still matches? Quote date _____ · Quote total \$_____ · This payment \$_____
- ☐ TPR status re-checked today: ☐ Active ☐ Under review ☐ Removed · Screenshot ☐ · [calendar card](#)
- ☐ I still have a copy of the quote + this receipt in my email/files before I leave the desk.

Stop / pause if...

- They refuse a written receipt or say “corporate can’t print one today.”
- Registry shows Under review / Removed — use the [status letter](#).
- The amount exceeds the written quote without a new itemized change order.

Next: [before you pay](#) · [decision log](#) · [red flags](#).

Independent — not affiliated with FMCSA or U.S. DOT. Free to print.
verifiedcdlschools.com/tools/deposit-receipt-checklist/