



First State Bank Remote Deposit Capture Self-Certification

Business Information	
Business Name:	Date:
Business Address:	
Primary Contact:	Contact Phone:

Scanner Information	
Scanner Make/Model:	Serial Number:

Compliance Requirements – Please initial next to each requirement.	
_____	All employees participating in Remote Deposit Capture have separate user accounts and are listed on the Authorized User form provided to First State Bank.
_____	I understand that the following types of checks may not be deposited using the RDC Service, and agree not to transmit a deposit containing any checks of these types: <ol style="list-style-type: none"> (1) Checks payable to any person or entity other than my Business; (2) Checks drawn or issued by my Business or an affiliate on any account of my Business, whether at First State Bank or another financial institution; (3) Checks that I know or should have known are fraudulent or otherwise not authorized by the owner of the account on which the Check is drawn; (4) Checks drawn on financial institutions outside of the United States; (5) Remotely created checks; (6) Any other type of check prohibited by First State Bank either in the RDC Agreement or any other communication from First State Bank.
_____	After scanning, all checks are stored in a secure location, such as a safe, locked drawer or cabinet.
_____	After scanning, all original checks are stored for 90 days.
_____	After the 90 day retention period, all original checks are destroyed securely, such as on-site by my staff or a qualified third party vendor.
_____	A contingency plan is in place, in the event we are not able to capture, balance, process or transmit an RDC file to First State Bank, whereby we will transport the originals of all Checks for deposit to the closest office of First State Bank.

Information completed by:	
_____ Printed Name	_____ Title
_____ Signature	_____ Date