

## Remote Deposit Tips and Guidelines

### **System Information:**

- All U.S. checks can be processed through the scanner; foreign checks are not accepted.
- Checks can be scanned up to 7:00 pm CT for same business day posting.
- The description for deposits will show up on your statement as “Remote Deposit”.
- Images of checks are available online for 120 days. All images are also available through our online banking system for 12 months.
- Batches that remain in the open status for 30 days will be rejected. All rejected RDC batches will generate an email notification.
- For your protection and security, when depositing a check, your checks will receive a virtual endorsement and will include your business name.

### **Company Responsibilities:**

- Only checks payable to your business may be deposited.
- Checks must be drawn on U.S. financial institutions and payable in U.S. dollars.
- Check images must be clear, readable, and free of shadows, streaks, or cut-off edges.
- Deposits are subject to approved daily and per-item limits.
- Deposits submitted after the daily cutoff time will be processed on the next business day.
- Checks deposited through Remote Deposit **must not** be deposited again by any other method.
- Original checks must be securely retained for 60 days in a locked fire-proof container. After the retention period, checks must be destroyed in a secure manner (e.g., shredding).
- Any suspected fraud, errors, or unauthorized activity must be reported immediately.
- Customers are responsible for protecting login credentials and ensuring system access is limited to authorized users only. Computers used for banking must have current anti-virus and anti-malware protection, up-to-date security patches, and be used exclusively for banking transactions.
- Use of Remote Deposit services must comply with your Remote Deposit Agreement and all applicable laws and regulations.

### **Eligible Items:**

You agree that you will not use the services to scan and deposit the following checks or items:

- Checks or items received not made payable to you directly.
- Checks or items containing obvious alteration to any of the fields on the front of the check or item, or which you know or suspect, or should know or suspect, are fraudulent or otherwise not authorized by the owner of the account on which the check or item is drawn.
- Checks payable jointly, unless deposited into an account in the name of all payees.
- Checks or items previously converted to a substitute check, as defined in Reg CC
- Checks or items drawn on a financial institution located outside of the United States
- Checks or items that are remotely created checks, as defined in Reg CC
- Checks or items not payable in the United States currency
- Checks or items dated more than six (6) months prior to the date of deposit.
- Checks that have previously been submitted through the Services or through a remote deposit capture service offered at any other financial institution; and
- Checks or items prohibited by our current procedures relating to the Services or which are otherwise not acceptable under the terms of your account.

**Check Conversion Requirements (If selected by Customer):**

If your company converts consumer checks into ACH (electronic) transactions, the following guidelines apply:

**Check Eligibility & Posting Timeframes**

- Consumer checks under \$25,000  
May be converted to an ACH electronic transaction.  
Funds will post to the consumer's checking account by 9:00 a.m. on the next business day.
  - Business or consumer checks over \$25,000  
Will be processed as a traditional deposit, as if the company brought the deposit directly to the bank.  
These deposits will post by 7:00 p.m. on the same day the check is scanned.
- 

**Required Customer Notification**

If your company converts consumer checks to electronic transactions, the following notice must be included on the customer's bill, printed on the receipt, or posted clearly at checkout:

"When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. If you have any questions or choose not to have your check converted into an electronic item, contact (Business Name) at (Business Phone)."

---

**Returned Check Policy**

If your company would like MBC to re-present returned checks for collection, the following disclosure must also be provided to customers:

"If you do not have sufficient funds in your account, a returned check fee of \$25 will be debited from your account."

---

**Statement Descriptions**

The following descriptions will appear on your bank statement based on the type of transaction processed:

- Consumer ACH Deposits:  
Will appear as "Settlement – Midwest Bank Cen."
- Collections:  
Will appear as "Collection – Midwest Bank Cen."
- Returns:  
Will appear as "Returns – Midwest Bank Cen."
- Business / Check 21 Deposits (Remote Deposit):  
Will appear as "Remote Deposit."