

## Remote Deposit Capture Questionnaire

1. Legal Business Name: \_\_\_\_\_

2. Year Business Established: \_\_\_\_\_ Year Bank Relationship Established: \_\_\_\_\_

Type of Business: \_\_\_\_\_

3. Physical Address (Street or PO Box, City and State, Zip Code)

\_\_\_\_\_

4. Primary contact name and daytime phone number

\_\_\_\_\_

5. Secondary contact name and daytime phone number

\_\_\_\_\_

6. After hours contact name and phone number (home and/or cell)

\_\_\_\_\_

7. Please list employees who will be processing the physical deposits and their system access below.

User Name (first/last)	Email Address	Scan	Key Amt	Repair	Transmit

8. Enter e-mail addresses for those wanting notification that deposit was transmitted to the bank. (Please note there is a limit of three email addresses and 100 characters)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Remote Deposit Capture Questionnaire

9. How many PC's do you want the software loaded on (capture and/or research)? \_\_\_\_
10. Do you require more than one remote deposit scanner? Yes \_\_\_\_ No \_\_\_\_
11. Do you want to store your images on a network drive for backup purposes?  
 Yes \_\_\_\_ No \_\_\_\_ If yes, drive letter of network \_\_\_\_ How long? \_\_\_\_ months
12. Do you have Anti-Virus software? Yes \_\_\_\_ No \_\_\_\_  
 Anti-Spyware software? Yes \_\_\_\_ No \_\_\_\_  
 Firewall on network? Yes \_\_\_\_ No \_\_\_\_
13. Please verify that your PC meets these minimum requirements:
- Windows XP Professional or Vista compatible or Windows 7 32-bit or Windows 7 64-bit  
***Please circle which operating system above you are using***
  - 1 GB RAM minimum
  - 2 GB of available Hard Drive space (for remote deposit application\storage files)
  - USB port (2.0 connection preferred)
  - Broadband Internet connection (minimum upload capacity of 256K)
14. Have you installed latest critical Windows updates? Yes \_\_\_\_ No \_\_\_\_
15. In Window Control Panel, please verify that you have Microsoft .NET Framework 3.5 or greater? Yes \_\_\_\_ and Windows Installer 3.1 or greater? Yes \_\_\_\_
16. Define your accounts below.

Account #	Description ( <i>i.e. main, operating, payroll, savings</i> )	Average # Checks in your deposit	Frequency of Deposits ( <i>i.e. daily, weekly</i> )

17. Do you want the system to electronically create your deposit slips or continue to use paper deposit slips? Electronic \_\_\_\_ (recommended) Paper \_\_\_\_
18. Do you want the system to electronically endorse your items, or will you continue to physically endorse your deposited checks prior to capture?  
 Electronically Endorse \_\_\_\_ (recommended) Physically Endorse \_\_\_\_
19. JSB account number that remote deposit capture fees will be charged. \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_