FIRST
GUARANTY
BANK

Remote Deposit Capture Annual Review Checklist

Company Name:	
1) **Describe the safeguards used by your organization to ensure the confidentiality & integrity of User Id's and Passwords used to access Remote Deposit Capture**	
2) **How long do you retain scanned checks before destroying them?** *****You are required to destroy scanned checks no earlier than 30 days and no later than 45 days*****	
3) **Where are your checks stored after being scanned and before being destroyed?**	
4) **Is your workstation designated for RDC only?**	
5) **Is your workstation connected directly to the internet or a network router?**	
6) **Is your workstation protected by a password?**	
7) **Are any passwords saved on your workstation?**	
8) **What operating system does your workstation use?** - **If Windows XP, when do you plan to upgrade?**	
9) **What operating system service pack does your workstation use?** ***(Go to Start, Programs, Accessories, System Tools, System Information to find out)***	
10)**Is your workstation physically secured and how?**	
11)**What type of virus protection/detection program does your organization use on the systems that access Remote Deposit Services?**	
12)**How often are your virus protection /detection programs updated on the systems that access Remote Deposit Capture?**	

13) What is the frequency in which your organization runs a full system virus detection scan on the systems that access Remote Deposit Capture services?	○ Hourly ○ Daily ○ Weekly ● Other (Please Specify):
14) Does your organization use a program for malware protection/detection on systems that access Remote Deposit Capture services? *(The anti-spyware program can usually be found in the tool bar in the lower right corner of the screen)*	● Yes ○ No
15) If the above answer is Yes (#14): What Malware protection/detection program does your organization use on the systems that access Remote Deposit Capture services?	
16) What is the frequency in which your organization updates its malware protection/detection program? *(Right click on the program icon in the tool bar in the lower right corner of the screen to view option and/or statistics)*	○ Hourly ○ Daily ○ Weekly ○ Other (Please Specify):
17) What version of Internet Explorer does your organization use to access Remote Deposit Capture?	
18) How frequently are employees trained on information security awareness such as malware, phishing and pharming?	
19) How does your organization keep your Adobe Reader up to date?	
20) Is the line printed on your checks by the scanner clearly legible and does it print on the front or the back of the check?	○ Yes ○ No ○ Front ○ Back
21) Please describe how your organization performs Windows updates and the frequency in which they are performed.	

COMPANY'S REPRESENTATIVE PERFORMING DEPOSITS:

Acknowledged By: ______________________________ Date: ______________

Name and Title

Signature: ______________________________

COMPANY'S INFORMATION TECHNOLOGY REPRESENTATIVE

Acknowledged By: ______________________________ Date: ______________

Name and Title

Signature: ______________________________

COMPANY'S AUTHORIZED SIGNER (PER CORPORATE RESOLUTION)

Acknowledged By: ______________________________ Date: ______________

Name and Title

Signature: ______________________________

BANK'S REPRESENTATIVE

Acknowledged By: ______________________________ Date: ______________

Name and Title

Signature: ______________________________