



Fairfield County Bank

Remote Deposit (Merchant) Capture (RDC) Customer Audit Checklist

Company Name

Date

Primary Acct #

Authorized Contact Signature

Address

City, State

Zip Code

Telephone

Please verify the following information:

DESCRIPTION	X = Confirmed N/A = Non-Applicable	AUDIT RESPONSE OR COMMENT
# of scanners assigned to your company	_____	_____
List all authorized remote deposit users	_____	_____
	_____	_____
	_____	_____
Verify employee password security: passwords are stored in secure location and are not shared	_____	_____
Verify that all checks are stored in secure location	_____	_____
Verify that all checks retained for 30 days	_____	_____
Verify that all checks are endorsed/presented for image	_____	_____
Verify that all checks are destroyed after 30 days	_____	_____

Our E Banking Specialists are available to assist you with questions you may have about the self audit. Please call us at 1-877-431-7431, EXT 7437.

Please print this form, complete the information, sign and return to us. You may scan the document and return it to us by e-mail to Connect24@fairfieldcountybank.com, fax to 203-431-7413 or mail to:

Christina Bodine, Cash Management Officer
Fairfield County Bank
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Ridgefield, CT 06877-0950