

Merchant Capture Review Form



Customer Name: _____

Customer Security Review:

- Is there physical security around the area where the check scanning process is being performed? Where at your location are the checks scanned? (i.e. back-room, main lobby, etc.) Is the location secure or open to the public or customer traffic? Explain.

- Is there secure storage of the physical paper checks after they have been scanned. Where are the checks being stored at your location? (i.e. locked drawer or file cabinet) Is access limited to personnel with deposit or payment related responsibilities?

- Is there prompt destruction of the physical checks after 60 days? Explain the process used to destroy the checks (i.e. cross-shredder, outside company, sent to the FI for destruction, etc.):

Deposit Limits Review:

Account Number: _____ Deposit Frequency: _____

Maximum Daily Deposit Amount \$ _____ Maximum Check Amt \$ _____

Number of items per Deposit # _____ Deposit Frequency _____

Average Deposit Amount \$ _____ Average Amount of Each Item \$ _____

Additional Comments:

Authorized Signature:

Print Name: _____

Completed By: _____ Date: _____