



Remote Deposit Capture Annual Certification

Greetings,

As noted in your Treasury Solutions Master Agreement, First Interstate Bank performs an annual Remote Deposit certification with your organization. This communication certifies you are following these recommended Remote Deposit guidelines:

- Review all checks to detect potential altered or counterfeit items and report suspicious items to First Interstate Bank for investigation.
- Provide a secure location to retain and access, if requested by First Interstate, original items for at least 30 days from deposit.
- Destroy (shred, not throw away) checks once the retention time has been met, as these items contain sensitive customer information that could be used to commit fraud and/or identity theft.
- Authorized users have their own usernames and passwords and do not share this information with others.
- Authorized users are reviewed periodically within the system to ensure access is appropriate.
- Each item will be presented for deposit once, either through the system or by physical deposit of an original item.
- No item will be presented for deposit more than once, either through the use of the system or by physical deposit of an original item.
- The company received training on all applicable hardware and software.
- The company acknowledges they have reviewed the Bank's [Fraud Awareness](#).

Please contact your local First Interstate Treasury Representative if you have any questions regarding this communication. We thank you for your business and look forward to the continued opportunity to serve you.

Thank you,

First Interstate Bank