



RBC Bank U. S. Remote Deposit Client Self-Assessment

Client Name:

Client Address:

Please complete the below self-assessment related to U.S. Remote Deposit for your business:

1. Will scanned checks be stored in a fire-proof, locked cabinet for a minimum of 14 days?
 Yes No
2. Is there capability to securely destroy the scanned checks after the required retention period expires?
 Yes No

How will the expired items be destroyed?
3. Do you have established processes to maintain, update, and keep current the company's network, desktop operating systems, Remote Deposit Capture application/equipment, and anti-virus software?
 Yes No
4. How many people will have access to perform U.S. Remote Deposit for your business?
5. Will non-employees (accountant, contract workers, etc.) have access to perform U.S. Remote Deposit for your business?
 Yes No
6. Do you agree to adequately train the individual(s) responsible for the U.S. Remote Deposit process? (Refer to RBC Bank Remote Deposit Terms and Conditions and RBC Bank training information provided in the Welcome Kit)
 Yes No
7. Do you have processes in place to remove U.S. Remote Deposit access for individuals who no longer perform RDC for your business?
 Yes No
8. Who will have the authority to request limit changes for U.S. Remote Deposit for your business?
9. Do you have separation of duties controls in place for the transmission and reconciliation of remotely deposited items?
 Yes No
10. Do you grant RBC Bank, its employees or assignees, permission to perform an on-site visit of your location to ensure adequate controls are in place related to U.S. Remote Deposit, including, but not limited to, secure retention, storage and destruction of deposited items?
 Yes No

Please provide an explanation of any items above that were answered "No".

Please briefly describe your organization's information security infrastructure.

Please briefly describe your organization's risk management practices.

Information obtained by:

Signed: _____

Title: _____

Date: _____