



Business Name: _____ Tax ID: _____

Mark Assessment Type:

New Customer

Annual Self-Assessment

On-Site Assessment

Site Validation

YES NO

Is the scanner located within an area with restricted traffic flow (no public access)?		
Are the physical checks stored in a secure location prior to, during, and after processing (dual control where feasible)?		
Do you have sufficient space to retain each check in a secured location after the check has been processed?		
Do you intend to use a reasonable manner to destroy the checks?		

Deposit Processing

YES NO

Is the computer(s) used to access Deposit Anytime in a secure location away from customer interaction?		
Do you secure the processed checks in a location where customers and unauthorized employees cannot access them (The checks must be destroyed between 30 and 60 days after processing)?		
Do you secure any reports and/ or images printed or retained from unauthorized access?		
Do you ensure that none of your employees who will be involved in processing checks for deposit from your business is a national of a designated blocked country or otherwise on a list identified in your agreement?		

Computer Security and Monitoring

YES NO

Do you utilize a virus protection program such as Norton, McAfee, etc.?		
Do you utilize a SPAM protection program such as AdAware, Malware Bytes, SpamAssassin, etc.?		
Do you utilize system patches and security updates to your operating system?		
Do you monitor your systems for intrusion detection or unauthorized access?		
Do you use strong passwords for your computer systems (alpha numeric characters as well as capital letters or symbols)?		
Do your employees secure the computer used for Deposit Anytime when it is not in use?		

Answer each question above. Explain any NO answers in the space below:

To use the system, you must have at least one checking account with First United Bank & Trust and acquire the computer hardware and software required to access the System. In addition, you must have World Wide Web access via a secure Internet Service Provider (ISP), Internet connectivity via a Digital Subscriber Line (DSL) or greater bandwidth, an Internet browser that supports a minimum 128-bit encryption standard, anti-virus software, and a valid e-mail address.

The Bank highly recommends your business change computer passwords every 90 days, if not sooner. If you believe that your User ID, Password / Authentication Method has been lost or stolen, or that someone has accessed the system without your permission, call us at (888) 692-2654, or email the Customer Care Center at customerservice@mybank.com.

Scanner Model: _____ Scanner Serial Number: _____

Authorized Business Representative: _____ Date: _____
Print Name Signature

Authorized FUB&T Representative: _____ Date: _____
Print Name Signature

Exception Approval Signature: _____ Date: _____
Print Name Signature

When completing a Self-Assessment, please fax completed form to 1-301-334-6902 or email to customerservice@mybank.com.