



DEPOSIT ANYTIME

Annual Self Assessment

Business Name: _____
 Completed by: _____

Tax ID# _____
 Date: _____

Computer Security & Monitoring

		Yes	No
1	Do you utilize a virus protection program such as Norton, McAfee, etc.?		
2	Do you utilize a spam protection program such as AdAware, Malware Bytes, SpamAssassin, etc.?		
3	Do you utilize system patches and security updates to your operating system?		
4	Do you monitor your systems for intrusion detection or unauthorized access?		
5	Do you use strong passwords for your computer systems (alpha numeric characters as well as capital letters or symbols)?		
6	Do you require passwords to change at a certain interval (such as every 30, 60, or 90 days)?		
7	Do your employees secure the computer used for Deposit Anytime when it is not in use?		

Deposit Processing

		Yes	No
1	Is the computer(s) used to access Deposit Anytime in a secure location away from customer interaction?		
2	Do you secure the processed checks in a location where customers and unauthorized employees cannot access them?		
3	Are the processed checks destroyed per the timeframes indicated in your contract? (not less than 30 days nor more than 60 days after transmitted to the bank)		
4	Do you secure any reports and/or images printed or retained from unauthorized access?		
5	Do you ensure that none of your employees who are 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 contract?		

For more information on:

- Networks: http://en.wikipedia.org/wiki/Computer_network
- Virus Protection: http://en.wikipedia.org/wiki/Virus_protection
- SPAM Protection: [http://en.wikipedia.org/wiki/Spam_\(electronic\)](http://en.wikipedia.org/wiki/Spam_(electronic))
- Intrusion Detection: http://en.wikipedia.org/wiki/Intrusion_detection
- Strong Password Authentication: http://en.wikipedia.org/wiki/Strong_password#Examples_that_follow_guidelines

Scanner Number:
Serial Number:

The above applicable items were reviewed with _____ of (Company Name)
 _____ in (date) _____.

First United Bank & Trust Representative Signature: _____

Company Representative Signature: _____