

# Remote Deposit Capture

## Requirements

- Checks are made payable to the same company name listed on our FFB account(s) and RDC setup
- “*Electronically Deposited at First Financial Bank*” is placed on the physical checks
- Checks are stored in a locked fire-proof location with limited access
- Checks are retained for no more than 90 days, then destroyed by cross-cut shredding or a 3<sup>rd</sup> party service
- RD scanner is kept in a secure location
- Our Daily Deposit Limit is: \$ \_\_\_\_\_



Treasury  
Management Client  
Support

877-627-7201

[TMClientSupport@ffin.com](mailto:TMClientSupport@ffin.com)

Monday – Friday  
8:00 a.m. – 6:00 p.m.

RD Cutoff Time:  
7:00 p.m.

## Tips and Best Practices



Clean your check scanner with a cleaning card every 2,000 scans or 3 to 4 times a month. Dust, ink, and debris can cloud the optical lens causing bad scans. This can make an automated system into a manual entry system increasing processing time, cost of operation, and customer dissatisfaction. Using a can of air and covering the machine when not in use can help prevent dust build up.



All users should have their own usernames and passwords to the remote deposit system



Keeping your network secure with up to date firewall/virus protection/spyware will help keep the company and your customers safe



If there are any concerns regarding your Daily Deposit Limit, FFB TM Client Support can help with a limit increase