JOHN MARSHALL BANK

REMOTE DEPOSIT CAPTURE CLIENT SELF-CERTIFICATION QUESTIONNAIRE

This questionnaire certifies compliance with the Remote Deposit Capture Services Agreement between John Marshall Bank and the business named below. The document is to be verified and submitted to the bank by an authorized signer.

Company Name:	
Scanner Serial #:	
Remote Deposit Capture Company Supervisor:	
Date Completed:	

REVIEW QUESTIONS	RESPONSES	
PHYSICAL SECURITY	**YES**	**NO**
During normal business hours and/or while the remote capture service is being used, is the scanner equipment kept at an office/workstation that non-authorized users (ex. customers, vendors, other visitors) are unable to access?		
After normal business hours and/or while the remote capture service is not being used, is the device stored in a location that is locked and secured from unauthorized use, such as a locked office room or within a locked desk drawer?		
Is access to these secured, locked locations limited to only those individuals who are authorized to use the remote deposit capture service and related equipment?		
IT SECURITY	**YES**	**NO**
Is the computer (or laptop) connected to the remote deposit capture scanner used by any individual not authorized to access the remote deposit capture service?		
Is this computer maintained by a dedicated in-house or outsourced IT Administrator?		
Is this computer current on all operating system updates?		
Is this computer protected with a firewall?		
Is there an anti-virus and/or anti-spyware software application installed on this computer?		
Is this computer's internet connection secured by either a dedicated line (Cable, DSL, etc.) or an encrypted, password-protected wireless signal?		
PROCESSED ITEM SECURITY	**YES**	**NO**
Is there segregation of duties in use of the remote deposit capture service (batch preparation, scanning, editing, transmitting)?		
Are original checks retained for at least 60 days after processing?		
Are processed checks stored in a secured, locked location?		
Is access to this location restricted to only authorized individuals?		
Are commercially reasonable methods used to destroy processed checks after required retention period has expired?		