



# Fairfield County Bank

## Remote Deposit (Merchant) Capture (RDC) Customer Audit Checklist

<b>Company Name</b>	<b>Date</b>	<b>Primary Acct #</b>
<b>Authorized Contact Signature</b>		
<b>Address</b>	<b>City, State</b>	<b>Zip Code</b>
<b>Telephone</b>		

**Please verify the following information:**

DESCRIPTION	X = Confirmed N/A = Non-Applicable	AUDIT RESPONSE OR COMMENT
# of scanners assigned to your company	_____	_____
List all authorized remote deposit users	_____	_____
_____	_____	_____
_____	_____	_____
Verify employee password security: passwords are stored in secure location and are not shared	_____	_____
Verify that all checks are stored in secure location	_____	_____
Verify that all checks retained for 30 days	_____	_____
Verify that all checks are endorsed/presented for image	_____	_____
Verify that all checks are destroyed after 30 days	_____	_____

**Our E Banking Specialists are available to assist you with questions you may have about the self audit. Please call us at 1-877-431-7431, EXT 7437.**

Please print this form, complete the information, sign and return to us. You may scan the document and return it to us by e-mail to [Connect24@fairfieldcountybank.com](mailto:Connect24@fairfieldcountybank.com), fax to 203-431-7413 or mail to:  
Christina Bodine, Cash Management Officer  
Fairfield County Bank  
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