



**GBC**  
INTERNATIONAL BANK  
**Remote Deposit Capture  
Customer Setup Form**

**Customer Type (select one):**

New Customer     Existing Customer

**I. CUSTOMER INFORMATION**

<b>A. Business Information</b>			
<b>Corporate / Legal Name:</b>		<b>DBA Name:</b>	
<b>Business Structure (select one):</b> <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Non-Profit/Trust <input type="checkbox"/> Other			<b>Federal Tax ID:</b>
<b>Physical Address:</b>		<b>City:</b>	<b>State:</b>
<b>Billing Address (if different):</b>		<b>City:</b>	<b>State:</b>
<b>Phone Number:</b>	<b>Fax Number:</b>	<b>Customer Service Phone Number:</b>	
<b>Customer Service Email Address:</b>		<b>Website Address / URL:</b>	
<b>Business Description (Describe exactly what type of products or services for which customer will be accepting payments):</b>			
<b>Days &amp; Hours of Operation:</b>		<b>Time Zone:</b> <input type="checkbox"/> PST <input type="checkbox"/> MST <input type="checkbox"/> CST <input type="checkbox"/> EST	
<b>B. Customer Contact Information</b>			
<b>Primary Contact Name:</b>		<b>Primary Contact Title:</b>	
<b>Primary Contact Phone Number:</b>	<b>Primary Contact Email Address:</b>	<b>Primary Contact Cell Phone (optional):</b>	
<b>Secondary Contact Name:</b>		<b>Secondary Contact Title:</b>	
<b>Secondary Contact Phone Number:</b>	<b>Secondary Contact Email Address:</b>	<b>Secondary Contact Cell Phone (optional):</b>	

**II. SERVICES**

<b>A. Services Requested</b>
<b>Select one of the following:</b>
<input type="checkbox"/> <u>Remote Deposit Capture (RDC)</u> : Customer utilizes a desktop check scanner which transmits a front/back image of the item to the bank for processing.

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**B. Configuration Options**

**Number of Daily Deposits (Remote Deposit Capture only):**

- Create One Deposit Per Day (default)     Create One Deposit for Each Closed Batch

**Deposit Adjustment Tolerance (select one):**

*This election controls how EPS will handle a deposit when there is a variance between the deposit total submitted by the customer and the deposit total calculated by EPS.*

- \$0.00 - EPS will REJECT any deposit total with a variance.
- Unlimited (default) - EPS will ADJUST any deposit total with a variance.
- Set Variance - EPS will adjust any deposit total with a variance of plus/minus the following amount:    \$

**MyVision X Check Identification (select one):**

*This election applies only to customers using a MyVision X multi-feed scanner. The scanner can print customer data as defined below, on the center portion of the back of the check. This option cannot be used as an endorsement.*

- Print Time Stamp, Batch# and Sequence# on the back of each check (default).
- Print custom data only on the back of each check (maximum 70 characters).

Custom Data:

**Email Notification Options for Interested Parties (select all that apply) (default is all):**

*Email notifications are sent to system users by default, provided that the customer's Admin enters their email address during setup. This election allows other interested parties (bank personnel, managers, etc.) to receive notifications via "blind carbon copy" (BCC).*

- Rejected - EPS rejected the deposit
- Sent to Transaction Processing - EPS processed the deposit
- Needs Rescan - Customer must rescan or delete item(s) before EPS can process the deposit
- Processed w/Adjustment - EPS adjusted the deposit total and processed the deposit
- Duplicate Items in Batch - EPS eliminated duplicated items and processed the deposit
- Rejected Items in Batch - EPS rejected item(s), adjusted the deposit total and processed the deposit

*Note: Please enter interested party email addresses into the fields below.*

<b>Interested Party Email Address:</b>	<b>Interested Party Email Address:</b>	<b>Interested Party Email Address:</b>
<b>Interested Party Email Address:</b>	<b>Interested Party Email Address:</b>	<b>Interested Party Email Address:</b>

**C. Service Charge Options**

**Select from the following:**

- Month-to-month (no contract term)
- 2 Year term agreement (early cancellation fees apply)
- 
- Direct Charge to account (account number, if not primary account listed in Section III) \_\_\_\_\_
- Account Analysis (account number, if not primary account listed in Section III) \_\_\_\_\_
- 
- Equipment lease from GBC International Bank
- Customer will purchase equipment separately/already owns equipment  
(For customer-owned equipment, please specify make/model \_\_\_\_\_)

**D. Expected Deposit Activity**

**Please indicate the following:**

\_\_\_\_\_ Number of checks deposited per week                      \_\_\_\_\_ Average dollar amount of each check

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### III. BANK ACCOUNT INFORMATION

<b>A. Primary Bank Account Information</b>			
Enter the customer's bank account information here. If applicable, additional bank account information ("Locations") may be entered into sub-section B. <b>All bank accounts associated with a customer must be the same type (i.e., Checking, Savings, etc.).</b>			
Name on Account:		Account Nickname (Optional):	
Routing Number:	Primary Account Number:	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Loan	
Scanner Make:	Scanner Model Number:	Scanner Serial Number:	
<b>B. Additional Locations &amp; Settlement Information</b>			
All bank accounts associated with a customer must be the same type (i.e., Checking, Savings, etc.).			
Account Nickname (Optional):			
Routing Number:	Account Number:	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Loan	
Scanner Make:	Scanner Model Number:	Scanner Serial Number:	
Account Nickname (Optional):			
Routing Number:	Account Number:	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Loan	
Scanner Make:	Scanner Model Number:	Scanner Serial Number:	
Account Nickname (Optional):			
Routing Number:	Account Number:	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Loan	
Scanner Make:	Scanner Model Number:	Scanner Serial Number:	

### IV. SECURED COMMUNICATION

Financial Institution personnel authorized to receive customer's login credentials and respond to questions regarding this setup form.

GBCIB Contact Name:	GBCIB Contact Email Address:
GBCIB Contact Phone Number:	GBCIB Contact Fax Number:

### V. SIGNATURES

Customer Name:		Financial Institution Name:	
Signature:	Date:	Signature:	Date:

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