

## Exchange Mobile Deposit User Guide

- 1) Exchange Bank and Trust's Mobile Deposit product will allow you the **consumer** to deposit checks to your bank account(s) using the photographic capabilities of a Mobile Device in conjunction with Exchange Bank's Mobile Internet Banking application. Customers who have a personal checking account and have met certain criteria are eligible for Exchange Bank Mobile Deposit. There is a one-time \$10 enrollment fee.
- 2) Deposits made by 6pm CST will be available the next business day. Exchange Bank reserves the right to delay availability of funds on any deposit and will notify the customer of any delay in availability.
- 3) All checks must contain a bank routing number, account number, and check number to be processed.
- 4) Each deposit will consist of only one check. Maximum number of deposits per day is 5. Maximum dollars deposited per day is limited to \$2,000. Maximum of 20 deposits per month. Maximum dollars deposited per month is limited to \$8,000
- 5) An email will be sent to confirm that your deposit has been approved for processing.
- 6) If the system determines there is a problem with the deposit (such as a duplicate of a previous deposit) an additional email will be sent notifying you that your deposit has been rejected.
- 7) Checks should all be endorsed before depositing.
- 8) After a deposit is approved for processing and a confirmation is received via email, a notation should be made on the front of the check indicating it has been deposited electronically and the date of the deposit. Deposited checks should be kept a minimum of 10 days. You agree never to cash, negotiate, or present this item or an image of it again with us or any other financial institution, person or entity.
- 9) Only checks made payable to you and endorsed by you may be deposited using Exchange Bank Mobile Deposit.
- 10) Only checks drawn on U.S. banks are eligible for Exchange Bank Mobile Deposit.
- 11) Insurance checks are NOT eligible for Exchange Bank Mobile Deposit.