

Exchange Mobile Deposit User Guide

- 1) Exchange Bank & 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 Mobile Deposit. There is a one-time \$10 enrollment fee.
- 2) Deposits made by 4pm CST will be available the next business day. Exchange Bank & Trust 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 Mobile Deposit.
- 10) Only checks drawn on U.S. banks are eligible for Exchange Mobile Deposit.
- 11) Insurance checks are NOT eligible for Exchange Mobile Deposit.