eChecks: Survey

IMM eSign

Instructions

This document is used to gather information to ensure a successful implementation. Please answer the questions and return to your Project Manager's secure mail drop. Please inquire with your Project Manager if their secure mail drop address has not been shared with you. **Delays in completing this survey impact the Project Timeline.**

Customer Information

Financial Institution Name:		Time Zone:	
Financial Institution Address:		Business Hours:	

Logo: Please provide a high quality TIFF or PCX (JPEG is also acceptable only if TIFF or PCX are not available) and send logo to your Project Manager.

Project Manager: This is the primary contact during the implementation phase. This person will coordinate communications and information between internal groups and the IMM Project Manager. Please ensure that we have a cell phone for the Project Manager (at minimum). It is very important that we are able to reach the Project Manager for setup questions.

Name:		Title:	
Phone:		Cell:	
Email:			

Technical Lead: This is the primary contact for all IT related questions and tasks.

Name:		Title:	
Phone:		Cell:	
Email:			

Operations Contact: This is the primary contact regarding operational issues for both implementation and ongoing support. This person is responsible for testing and final approval of the check design packages, to ensure all the information from the core system is being processed onto the check and the overall design of the check template meets satisfaction.

Name:		Title:	
Phone:		Cell:	
Email:			

Environment

Please list the Business Applications you plan to implement with IMM eChecks.

Business Applications	Name	Version	*Install Options	Live Yes/No
Core System			Select One	
Lending Origination System (LOS)			Select One	
Accounts Payable			Select One	

***Install Options** - **(A):** In-House **(B):** Cloud Environment **(C):** Dedicated Data Center **(D):** Online

What is your target eChecks Live date?	
Are there any deadlines tied to this go live date?	
Who is your clearinghouse?	

Server

Specify your virtual environment: ☐ VM Ware ☐ Hyper-V ☐ Other

Is the virtual environment: ☐ In-House ☐ Hosted Hosted by:

Server Name: Server IP Address:

Antivirus software:

Database: ☐ SQL Express *(Currently installed on image)* ☐ FI's Dedicated SQL Server

If the preference is Dedicated SQL Server, what is the name of the SQL cluster:

Note: *Your DBAdmin must have the credentials for the sa account (or similar account with equal privileges) and password*.

Printers

Each printer should have its own Queue in the eChecks Setting Manager. If you require each PDF in the queue to be printed from a different printer, this can be configured in the eChecks Setting Manager as well.

Please make sure that all the network Check Printers are installed and ready to test prior to our installation. Install the PCL5e or PCL6 type driver for your model printer. Printer drivers must be 64 bit compatible for your operating system on the eChecks server. Do **NOT** install Universal print drivers or class drivers; they are **NOT** supported.

Printer location is a description to help identify the printer (e.g. Fifth St Branch, Loan department)
Type of printer - be specific (e.g. HP LaserJet 4014n)
Path is the Windows printer connection path (e.g. \\Servername\printername) where the printer is shared.

Please list ALL printer/models that will be used for eChecks. **Note:** if all printers have the same model only list one printer.

Printer Location: Memory:
Type: Path:
Check types for this printer:

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Type: Path:
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Check Stock and MICR Toner

IMM recommends to use blank check stock. If your financial institution prefers to use custom paper stock, please refer to the ***Check Customizations*** section page 7.

Who is your 3rd Party Vendor

Specify if the check stock has anything pre-printed such as: MICR line, Address, Watermark etc

Where should the check print on check paper: ☐ Middle of Page ☐ Bottom of Page

Your financial institution must contact the clearing house to check if the MICR toner is required for each check printer.

Please note, If your vendor is other than Comply (IMM's division), please mail 20 to 30 sheets to IMM.

Mailing Address: 2 City Hall Plaza, 2nd Floor, Rahway, NJ 07065
Attention to: IMM's Project Manager

Comply's Product Offering

For check stock and MICR toner needs, please call Comply at (800) 836-4750 ext 115.

Description	Quantity	UNIT Price
Stock Check Line	2,500 per carton 500 per pack	$105/carton $29/pack
Docugard Check Line	1 carton 2 - 4 cartons 5 carton	$143.60/carton $136.50/carton $131.25/carton
Starter/Temporary Checks	500 per pack	$20/pack

Envelope

Specify the envelope size when mailing checks: ☐ Nine ☐ Ten ☐ Custom

Specify if the envelope has a window to display address block: ☐ Yes ☐ No

IMM recommends to display the check stub through a window of the envelope, rather than the check itself. This will prevent the MICR data from showing through the window. This may require check stub design changes which IMM will work with you. If your financial institution prefers to use custom envelopes, please refer to ***Check Customizations*** section page 7.

Which stub should fit the envelope window: Select One

Check Sample Copy

INTERNAL COPY

Teller ID	Transaction Number	Account Number	Check Amount	Check Date and Time
0	0000	****** 000	$**********1.00	02-12-2016 00:00:00 AM

TFCU Test Account
PO Box 00
TEST, TT 00000-0000

CHECK NO : 0000

SIGNATURE

Teller ID	Transaction Number	Account Number	Check Amount	Check Date and Time
0	0000	****** 000	$**********1.00	02-12-2016 00:00:00 AM

TFCU Test Account
PO Box 00
TEST, TT 00000-0000

CHECK NO : 0000

Hometown Financial

00 Test Street
TEST, TT 00000

CHECK NO : 0000
DATE : 02/12/16

00-000
0000

SAMPLE ONLY, DATA AVAILABILITY MAY VARY

OFFICIAL CHECK

AMOUNT
$**********1.00

PAY One and
00/100**********

VOID AFTER 180 DAYS
NOT VALID WITHOUT TWO SIGNATURES

TO THE ORDER OF TFCU Test Account
PO Box 00
TEST, TT 00000-0000

AUTHORIZED SIGNATURE

REF:

AUTHORIZED SIGNATURE

⑆123456789⑆0123456789⑈000000

NON NEGOTIABLE

Checks Generated from your Business Applications

Standard: *1 Select the check types that will be printing from your core system.

- ☐ Official/Cashier/Teller Check[1] (Processed by Teller\MSR)
- ☐ Loan Check[1] (Processed by Loan Dept (May be Applicable if your Core is **Symitar** and LOS is other than **ELA**)[5]
- ☐ General Ledger/Expense Check[1] (Processed by the Accounting/Accounts Payable Dept) - The maximum # of itemizations to be printed on the check stub cop Depending on the # IMM may have to provide additional eCheck template[4]

Custom: *2 Select the check types that will be printing from your core system. **Additional Billing Applies**.

- ☐ Money Order[2] (Processed by Teller)
- ☐ Audio Response Check[2] (Processed via-Member from Home Banking)
- ☐ Batch Check[2] (Processed by Back office ex: Dividends check)
- ☐ GL Batch Check[2] (Applicable for DataSafe Host ONLY - If check is printed on the bottom, separate package is Required)
- ☐ Temporary / Starter Checks[2] (Applicable only if your core system is **Corelation and/or Symitar**)[5]
- ☐ Shared Branch Checks[2]
- ☐ Escrow Checks[2]
- ☐ Other Check Type:[2]

3rd Party - Custom: *3 Select the check types that will be printing from third party systems. **Additional Billing Applies.**

- ☐ IPS Prologue – Accounts Payable System[3]
- ☐ Wisdom – Accounts Payable System[3]
- ☐ EPICOR – Accounts Payable System[3]
- ☐ FICS – Mortgage Servicer[3,5]
- ☐ FICS – Commercial Servicer[3,5]
- ☐ FICS – Loan Producer[3,5]
- ☐ Great Plains – Mortgage System[3]
- ☐ FLEXI - Accounts Payable System[3]
- ☐ Other 3rd Party Check Type[3]

XP2 System ONLY*

- ☐ Cashier's Check via Merchandise Register[3]
- ☐ Money Order via Merchandise Register[3]

Note: FI must finalize how they will use XP2 screen for entering Payee and the purchaser information. This should be discussed during Design Discovery Call.

Standard Check types 1*: Requests that come in after the initial installation will be quoted at the then current annual maintenance rate with a base price of $500 for calculating annual maintenance.
Custom Check types 2*: Each custom check type will be priced at $500.
3rd party Check types 3*: Each third Party check type will be priced at $1500.
Customization/Revisions 4*: Each customization/revision work will be quoted at the then current AM Rate.
Custom Modules 5*: The FI will need to contact their business application to purchase the custom module which is designed to generate data output in a respective format to implement with the eChecks application.

Prerequisites

Voided Check:

IMM requires voided check copies for *each* check type. IMM's check templates are designed based on the data generated by your Business Application. If your financial institution prefers to customize the check design, please refer to ***Check Customizations*** section page 7.

Data Collection:

The check data collection is an important step of the implementation. Project Manager will schedule a meeting to collect the check data. IMM requires a data file for each check type that will be printed via eChecks, so IMM can test and, most importantly, generate a check proof using your own data.

Apply Signature on Check:

The check generated via eChecks can include a wet signature or the signature image of the authorized party. If you want the signature image embedded in the electronic check design, IMM requires at least 3 signature examples for each signature that will be digitized. Securely e-mail a high resolution TIFF image of the signature.

Embed the Signature Image: ☐ Yes ☐ No

Note: Before digitizing, the signatures should be written on a **white sheet of paper** in **dark black pen** (not skipping or light ink). The signature should be on a straight imaginary line and should not be slanted up or down. Example of Good and Poor signatures:

Good: John Smith **Poor:** John Smith

Customizations

Custom: *4 Customize your checks by selecting the following options. **Additional Billing Applies**.

- ☐ Additional eCheck template

  Refer to scenarios:
  A separate eCheck template with Shared Branching Logo for Shared branch transaction
  A separate eCheck template if a specific data trigger is found
  A separate eCheck template with MICR line based on the eCheck Type (Applies only if packaged together)
  A separate eCheck template with Dual data extraction (due to variant data)
  A separate eCheck template to include additional stub itemizations on the back of the check OR a separate template

- ☐ Print Disclosure on the back of the check
- ☐ Mask Member\Account Number on Member Copy. How many digits and what is the maximum length of the member number?
- ☐ Mask the signature image on the archived copy of the eChecks (**Note** - Either "XXX-VOID-XXX" on the signature image OR "Not Negotiable" watermark. eChecks only supports one or the other - cannot implement both together.)
- ☐ Additional Index field (other than the six standard index fields: Check Type, Payee Name, Check Number, Check Amount, Archived Date, Archived Time):
- ☐ Implement Custom Font Types. Please provide the font file to IMM. Custom font must be installed on Server and each client machines.
- ☐ Pre-Printed Paper Stock (If there is anything other than a logo that is pre-printed on the paper stock IMM will have to align the data with pre-printed items.)
- ☐ Mod Calculation for Check Number:
- ☐ Print check template with two signatures based on the check amount. Refer to: **Automated Signatures**
- ☐ Re-Formatting Check data

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Automated Signatures

Design Automated Signatures to print based on the Check Amount. **Additional Billing Applies**.

Checks can be signed automatically (or not), per FIs request. Please specify at what dollar amount you wish to have what signatures embedded. Build the logic for each check that we will generate for you. Please enter a **check type** description that will allow us to identify the voided check that this logic will attach to, enter the **dollar amount** for the trigger logic, then specify what **signatures** will be printed and give us a good **description of those signatures**.

Example: →

Check type: Cashier Check
$0 to $: $0 to $2500
Sign with: one automatic and one manual signatu
Describe Signatures: John Smith

Check type:
$0 to $:
Sign with: Select One
Describe Signatures:

Check type:
$0 to $:
Sign with: Select One
Describe Signatures:

Check type:
$0 to $:
Sign with: Select One
Describe Signatures:

Check type:
$0 to $:
Sign with: Select One
Describe Signatures:

Proofing Process, Warranty and Future eCheck Design Changes

Proof for each check type - IMPORTANT, please read carefully.
The designer will email the proof of each check type. The proof is submitted for your approval of text, graphic and general content. Every effort has been made to create the proof accurately. Since there is always a possibility of incorrect interpretation and errors, we request that you review this proof carefully. Please check the proof for correct spelling, graphics, routing and transit numbers (when applicable), and account numbers (when applicable). We will not proceed until we receive back an email confirmation of proof approval.

eChecks Design Warranty Period
Please note that each check type install includes a 45 day warranty period from the live date. Corrections will be completed at no additional charge, but additional revisions beyond the original scope will be billed at the hourly rate at the then current AM rate. Once 45 days from the live date of eChecks has passed, a new proposal will be provided for all future changes or revisions.

New/Revised Check Package Delivery and Rush Fees
Standard delivery time is 30 days from the day the signed proposal is received. Delivery can only be promised if necessary items have been submitted when signing off on the proposal - ex: signature image, account number, data file. A rush delivery fee will be charged to orders as follows: delivery in one week 40%, delivery in two weeks 30%, delivery in three weeks 20%. Rush charges are calculated based on the total amount of the order.

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Survey completed by:

Print Name:

eChecks Discovery Call: Use the following for questions regarding eChecks implemenation.