

FAQs about DeposZip

Click on one of the questions below to see the answer.

[How can I sign up for DeposZip?](#)

[What are the hardware and software specifications for DeposZip?](#)

[How quickly will the deposit be credited to my account?](#)

[How quickly will the funds be available for me to use?](#)

[Are there any types of checks that cannot be submitted using DeposZip?](#)

[How should I endorse the check?](#)

[What else will I need to do to send in my deposit?](#)

[How long should I hold on to my check\(s\) after I scan it using DeposZip?](#)

[If I have questions, where can I go to receive help?](#)

How can I sign up for DeposZip?

You can register for DeposZip by logging in to your Online Access Account and clicking on Remote Deposit on the top navigation bar.

What are the hardware and software specifications for DeposZip?

In order to use DeposZip, you must have the following:

1. Microsoft® Windows® 2000, XP or Vista
2. Internet Explorer®, version 5.5 or higher
3. High-speed Internet connection
4. TWAIN-compliant document scanner (To find out if your scanner is compliant, please refer to the documentation that was supplied with the scanner. For help with your scanner, log in to your Online Access Account and click on Remote Deposit on the top navigation bar. Then click on "Help with Scanners and Drivers" near the bottom of the screen.)

Recommended:

- Windows® XP or Vista with Internet Explorer® 7 or Firefox®* 3 Web browser OR

- Mac® OS X 10.5 with Safari 3.1 or Firefox® 3 Web browser

*Requires Java runtime environment v1.5+

How quickly will the deposit be credited to my account?

Checks submitted for deposit prior to 7:00 pm Central Standard Time (CST) will be credited to your account on the same business day. Deposits submitted after 7:00 pm CST will be credited to your account on the next business day. Business days are Monday through Friday, excluding holidays.

How quickly will the funds be available for me to use?

Please refer to our [Funds Availability Policy](#) to find out how soon your deposit will be available for your use.

Are there any types of checks that cannot be submitted using DeposZip?

The following items cannot be submitted for deposit using DeposZip:

1. Savings Bonds
2. Foreign Checks
3. Checks previously endorsed by Mutual 1st Federal
4. Any item that is "stale dated" or "post dated"
5. Any item that is incomplete (i.e. missing the date, missing the payee, etc.)
6. Any item that contains evidence of alteration to the information on the check
7. Any item that is stamped with a "non-negotiable" watermark

How should I endorse the check?

The back of each check must include:

1. The words "For deposit only at Mutual 1st Federal"
2. The account number to which the check is being deposited
3. The words "via DeposZip"
4. Today's date (mm/dd/yyyy)
5. The payee's signature

PLEASE NOTE: If the back of the check is not properly endorsed, we reserve the right to reject the check for deposit.

What else will I need to do to send in my deposit?

After you endorse the back of the check(s) according to the indications above, you will need to do the following:

1. Log in to your Online Access Account
2. Click on Remote Deposit on the top navigation bar
3. Select your scanner (you will only need to do this one time)
4. Enter the total deposit amount of your check(s)

5. Scan the front and back of your check(s)

6. Review and submit your deposit

How long should I hold on to my check(s) after I scan it using DeposZip?

Once you have scanned your check(s) and your deposit has been credited to your account, you should securely store the original check(s) for 30 days before destroying it.

If I have questions, where can I go to receive help?

If you are within the Remote Deposit section of Online Access, you can select "Help" or "?" as you begin the transaction and you will see information specific to the page you are on. You can also send an email to info@mutualfirst.com or call (877) 697-8545 or (402) 697-8200.

Mutual 1st Federal
Funds Availability Policy Disclosure
January 2010

This disclosure describes your ability to withdraw funds at Mutual 1st Federal Credit Union. It only applies the availability of funds in transaction accounts. The credit union reserves the right to delay the availability of funds deposited to accounts that are not transaction accounts for periods longer than those disclosed in this policy. Please ask us if you have a question about which accounts are affected by this policy.

1. **General Policy** – Our policy is to make funds from your cash and check deposits available to you on the next business day after we receive your deposit. Electronic direct deposits will be available on the day we receive the deposit. Once they are available, you can withdraw the funds in cash and we will use the funds to pay checks that you have written. For determining the availability of your deposits, every day is a business day, except Saturdays, Sundays and federal holidays. The cut-off time is 6:00 p.m. If you make a deposit before our cut-off hour on a business day that we are open, we will consider that day to be the day of your deposit. However, if you make the deposit after our cut-off hour or on a day we are not open, we will consider that the deposit was made on the next business day we are open.
2. **Reservation of Right to Hold** – In some cases, we will not make all of the funds that you deposit by check available to you on the next business day after we receive your deposit. Depending on the type of check that you deposit, funds may not be available until the second business day after the day of your deposit. However, the first \$100.00 of your deposit will be available on the first business day after the day of your deposit. If we are not going to make all of the funds from your deposit available on the next business day, we will notify you at the time you make your deposit. We will also tell you when the funds will be available. If your deposit is not made directly to one of our employees, or if we decide to take this action after you have left the premises, we will mail you the notice by the next business day after we receive your deposit. If you will need the funds from your deposit right away, you should ask us when the funds will be available.
3. **Holds on Other Funds** – If we cash a check for you that is drawn on another financial institution, we may withhold the availability of a corresponding amount of funds that are already in your account. Those funds will be available at the time funds from the check we cashed would have been available if you had deposited it. If we accept for deposit a check that is drawn on another financial institution, we may make funds from the deposit available for withdrawal immediately but delay your availability to withdraw a corresponding amount of funds that you have on deposit in another account with us. The funds in the other account would then not be available for withdrawal until the time periods that are described elsewhere in this disclosure for the type of check that you deposited.

4. **Longer Delays May Apply** – We may delay your ability to withdraw funds deposited by check into your account an additional number of days for these reasons:
- a. We believe a check you deposited will not be paid
 - b. You deposit checks totaling more than \$5,000.00 on any one (1) day.
 - c. You deposit a check that has been returned unpaid.
 - d. You have overdrawn your account repeatedly in the last six (6) months.
 - e. There is an emergency, such as failure of communications or computer equipment.

We will notify you if we delay your ability to withdraw funds for any of these reasons, and we will tell you when the funds will be available. They will generally be available not later than the seventh business day after the day of your deposit.

5. **Special Rule For New Accounts** – If you are new member, the following special rules will apply during the first 30 days your account is open.

Funds from electronic direct deposits to your account will be available on the day we receive the deposit. Funds from deposits of cash, wire transfers, and the first \$5,000.00 of a day's total deposit of cashier's, certified, teller's traveler's and federal, state, and local government checks will be available on the next business day after the day of your deposit if the deposit meets certain conditions. For example, the checks must be payable to you. The excess over \$5,000.00 will be available on the ninth business day after the day of your deposit. If your deposit of these checks (other than U.S. Treasury check) is not made in person to one of our employees, the first \$5,000.00 will not be available until the second business day after the day of your deposit. Funds from all other check deposits will be available on the ninth business day after the day of your deposit.

6. **Deposits At Nonproprietary ATMS** – Funds from any deposits (cash or checks) made at automated teller machines (ATMS) we do not own or operate will not be available until the first business day after the date of your deposit. This rule does not apply at ATMs that we own or operate. All ATMs that we own or operate are identified as our machines with our name and/or logo displayed.