



Delaware Credit Union Service Centers, Inc.
Delaware In-State Policies and Procedures

Revised June 28, 2010
Effective August 1, 2010

I. Deposits

- A. Large check deposits should cause a red flag to alert the teller to review the account to determine if this is unusual activity. To help ensure fraud is not going to occur we ask that you follow this procedure on performing transactions on large checks or money orders.

All checks must be deposited in their entirety before any other transaction is processed to allow the issuer credit union the ability to place holds on the item, keeping in mind their holds are based upon how you code the item – immediate or local.

- B. This only applies to Delaware credit unions only.

1. If the dollar amount of the check or money order falls into these parameters, proceed to step 2. Keep in mind that you will need to aggregate all checks and/or money orders together for this transaction to determine if they meet or exceed these parameters.
 - i. \$1,000 for a member you don't recognize (does not normally do transactions at your office)
 - ii. \$5,000 for all members
2. For large check or money order deposits that fall into the parameters above:
 - i. Fax a copy of the **front and back** of the check to the issuer credit union. Along with the check copy, please make sure you indicate the members name, account number and type of transaction. Please note if it was coded as an immediate or local.
 - a. We ask that your credit union follow your internal procedures for listing the entire account number or a truncated version on the cover sheet.
 - b. Phone calls to obtain the entire account number are permitted when a truncated version is listed.
 - ii. The check must be faxed to the issuer credit union by the end of business that day.

Keep in mind this procedure is designed to help reduce fraud so all credit union outlets must follow these steps for large check and/or money order deposits.

We always ask that you use your best judgment and if something does not feel right and you want to follow this procedure for items less than the dollar amounts indicated, please do so since you are the one performing this transaction.