

**UNION NATIONAL BANK**  
**BANK-AT-YOUR-DOOR AGREEMENT**

Account Number \_\_\_\_\_

Bank Representative:  Rose Gerth     Kris Krominga     Debbie Dupler     Other \_\_\_\_\_

Courier Pick up days:  Monday     Tuesday     Wednesday     Thursday     Friday

Primary Contact \_\_\_\_\_ Secondary Contact \_\_\_\_\_

\$200.00 deposit minimum (\$2,500.00 minimum for Money Market) payable to Union National Bank to open account.

Bank will order duplicate deposit tickets and self inking endorsement stamp.

Check Specification Sheet, Electronic Funds Transfer Information Sheet and Wire Transfer Instruction Sheet provided.

Yes  No     If ordering Deluxe checks through Union Bank, attach the reorder form from their existing checks.

Yes  No     If ordering checks through Union Bank from another source, attach an original voided check with all copies and stubs.

Yes  No     If Computer checks are being ordered through Union National Bank, and not currently using Deluxe checks:  
Software and Version \_\_\_\_\_  
Printer type \_\_\_\_\_

Starting Check # \_\_\_\_\_

Quantity of checks to order (multiples of 300 duplicate or 500 single copy) \_\_\_\_\_

Yes  No     If ordering checks through another source, the Check Specification Sheet has been provided.

Yes  No     Is address to be printed on checks the same as the address on the Account application. If no, complete address to be printed on checks.    Yes  No     Is mailing address for checks and statements the same as the Address on the Account application. If no, complete mailing address.

\_\_\_\_\_  
\_\_\_\_\_

Yes  No     All notices and correspondence are to be delivered by the courier?

Yes  No     Order Cash Station Card. If yes, daily limit requested \$ \_\_\_\_\_ . Person to be issued card \_\_\_\_\_ .

This is the Agreement between you and us (Union National Bank) that governs the courier service we provide to you. This agreement is effective immediately, or when we first pick up your deposit.

We agree to deliver bank deposits and other payments, consisting solely of checks, from your location to our offices. You agree to prepare your deposits and payments in accordance with our requirements.

You agree to complete a deposit slip for each deposit using the following methods. List the checks you are depositing on the deposit ticket. Put the total amount of the deposit in the box on the deposit slip. Include an adding machine tape of the checks so we can locate any differences between the listed amount and the actual amount.

You agree to endorse all checks with an endorsement stamp including your business name, account number, and the legend "For Deposit Only." We will order a stamp for you. Since we cannot microfilm your checks until our courier reaches our office, you agree to maintain systems to readily reconstruct checks in a deposit in the event of fire, theft, or other disaster.

You agree to place each deposit in a separate tamperproof envelope provided by us. You agree to complete the information on the face of the envelope. We agree that our courier will remove the tab from the envelope and sign it, indicating receipt of the deposit.

You agree to have your deposits prepared by the scheduled pickup time. You understand that our courier is under deadlines, and cannot wait while deposits are prepared. We agree to process your deposit at the earliest possible opportunity, but in no event will we process it later than the next business day.

You agree that your risk of theft or loss is the same as if your own employee was delivering your deposits to the bank. You agree that we are only responsible for the deposit if the loss or theft is due to our gross negligence.

You and we agree that either of us may cancel this service upon thirty days written notice. You agree that we may modify the terms of this agreement, for operational considerations, at any time.

Date \_\_\_\_\_

Accepted: Union National Bank

Depositor Name: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_