PRESIDENTIAL BANK

CLIENT FORM – INSTRUCTIONS

The information you provide on the attached Client Form is used to set-up Presidential Remote Deposit service.

IF RECEIVING CLIENT FORM ELECTRONICALLY: *The Client Form is "Read Only" but can be completed by tabbing and typing into appropriate fields. Once completed, select* ***SAVE AS*** *and enter your company's name in the file name before saving to your computer. Once saved, you may return the form to Presidential electronically or by fax to expedite the process, but the original signed form must be mailed and on file at Presidential Bank.*

- *Email: email@presidential.com; Subject line: Presidential Remote Deposit*
- *Fax: 301-951-3582; Attn: Presidential Remote Deposit*

IF MAILING CLIENT FORM: *A Business Reply envelope is included in this packet, but our mailing address is Presidential Bank4520 East-West Highway, Bethesda, MD, 20814, Attn: Presidential Remote Deposit.*

Useful information for completing the form:

1. "Client Information"
   a. Company Name should be same as primary checking account
   b. Maximum Deposit should reflect total daily deposits for all accounts. Individual accounts can have different maximums. This can be adjusted later.
2. "User Administration"
   a. The first list is for all possible users of Presidential Remote Deposit.
   b. The second list grants different authorities for employees identified in the first list. For security, there should be no more than two (2) Super Users, one of whom must be the signer of this form.
3. "Deposit Account Information"
   a. List the primary checking account first. Account name is not necessary.
   b. Other checking, savings, and lock box accounts may be linked to your Presidential Remote Deposit service. If there are more than three (3), complete a second form and attach it to this form. You may also add accounts later.
   c. List authorized users for each account.
4. "System Requirements"
   a. It is your responsibility to ensure your computer and internet systems meet the requirements, otherwise the service may not work.
5. "Contact Person…."
   a. This should be the person our customer service team will work with on a daily basis.
6. "Client Authorizer"
   a. Must be signed by someone authorized on all deposit accounts.