



Brazos Valley Schools Credit Union

REMOTE DEPOSIT MEMBER INSTRUCTIONS

Note: In order to use Remote Deposit, Brazos Valley Schools CU app** must be downloaded from the app store. Once the app is downloaded and you have logged in and clicked on Move Money, you will be presented with the Remote Deposit Agreement and Disclosure. BVSCU Mobile Banking is available for iPhone and Android smartphones.

1. Endorse the back of the check with **your signature** and the words "Remote Deposit to BVSCU Only"
2. Launch and log in to the BVSCU Mobile Banking App.
3. Select **Move Money** from the menu and then **Deposits** and click **Got It, Let's Go**.
4. Select the account in which funds should be deposited.
5. Enter the deposit amount of the check.
6. Select continue.
7. Place the check on a solid dark background. Turn your phone sideways and take a picture of the front of the check. Make sure all four corners are visible on your screen. If they are, select **Use Photo**. If all four corners are not visible, select **Retake**.
8. Flip the check over and repeat for the back of the check.
9. Review the check information and confirm that you want to make the deposit by selecting **Yes**.
10. Touch **Activity Tab** and you will be able to see your pending deposit. The Activity Tab will show pending checks and 45 days of remote deposit check history.
11. **Keep the check in a safe secure place for 60 days after your deposit is verified, if check is declined you will receive an email with the reject reason and may need to resubmit your deposit again.**

THINGS TO KEEP IN MIND...

- The BVSCU Mobile Banking App has to be downloaded to use Remote Deposit.
- Deposits made after 5:00 pm will be held and reviewed the next business day.
- BVSCU may request the original check within 5 business days.

**Message and data rates may apply. Check with your service carrier for fees and availability.*

UNACCEPTABLE CHECKS FOR DEPOSIT

- Checks not properly endorsed with a signature and “Remote Deposit to BVSCU Only”
- Checks that have the box marked that indicates the check is for “mobile deposit only” will be rejected.
- Third party checks are not acceptable and will be rejected.
- Checks with qualified or conditional endorsements (for example: “Payable to Brazos Valley Schools Credit Union without recourse”)
- Checks payable to more than one individual where all parties are not signers on the account (this includes government checks)
- Any item stamped “non-negotiable”
- Savings Bonds
- Insurance checks made payable to member and BVSCU
- Any item issued by a financial institution in a foreign country or in foreign currency
- Any item that is “stale dated” or “post-dated”
- Any item that is incomplete
- Any item that contains evidence of alteration to the information on the check
- Checks written in unreadable pen colors (Ex. Red, pink, green) or damaged or torn checks
- Checks with busy illustrations, pictures, or watermarks as the system may be unable to process them

PROCESSING TIMES

- Mobile deposits may take two business days or more to be credited to your account.
- Business days are Monday through Friday, excluding holidays.
- Checks submitted Saturday and Sunday are reviewed on Monday.

REMOTE DEPOSIT PHOTO TIPS

Important: Please sign the check and write Remote Deposit to BVSCU Only on the back of the check before you take the picture.

A check received without “Remote Deposit to BVSCU Only” written on it WILL BE REJECTED.

- Foreign checks, money orders, U.S. Treasury checks and checks with busy backgrounds will not be accepted through the RD system.
- When prompted for the amount, carefully enter the check amount to ensure it matches the amount written on the check.
- Place the check on solid dark background before taking the picture. Flatten crumpled or folded checks before taking the picture.
- Keep the check within the brackets on the camera screen. Try not to get too much of the areas surrounding the check.
- Make sure that you can see all four corners of the check and the MICR line on the bottom of the check in the view finder on the camera.
- Keep your phone flat and steady above the check when taking the picture(s).
- If depositing multiple checks, each check must be submitted separately.

**Message and data rates may apply. Check with your service carrier for fees and availability.*