



Building Procedures for Deposit Operations

August 7, 2018 ▪ 9:00am - 4:00pm
The Bankers Center ▪ Baton Rouge, LA

This program is focused on building Deposit Operations Procedures for the back office. Unlike many of our programs this focus is handling operations instead of frontline procedures. From frontline to back of the house, we will focus on where breakdowns and miscommunications occur.

We will give you a procedures manual in a word document that you can begin to work with to adapt to your own bank's procedures.

What you will learn:

- Check clearing rules both Regulation CC and UCC
- Wire transfer rules from BSA—the travel rule
- OFAC ACH rules
- Currency Transaction Reports
- How to check holds for errors
- Regulation E error resolution worksheets and procedures
- Regulation D transaction limitations for savings
- Overdraft protection procedures for the call center
- Handling deceased accounts and POAs
- How to check CIP
- IRS Name Match
- And much more

What you will need to bring:

Any current procedures you have and forms

Who Will Benefit

Deposit Operations, BSA, Compliance, Training, and operations support staff

Workshop Instructor



Deborah Crawford is the President of gettechnical, inc. a Baton Rouge-based firm, specializing in the education of banks and credit unions across the nation. Her 27+ years of banking and teaching experience began at Hibernia National Bank in New Orleans. She graduated from Louisiana State University with both her bachelor's and master's degrees. Deborah's specialty is in the deposit side of the financial institution where she teaches seminars on regulations, documentation, insurance and Individual Retirement Accounts.



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Registration Form

Registrant 1

Mr./Mrs./Ms. _____
 Bank _____
 Email Address _____
 Branch Street Address _____
 City, State, Zip _____
 Phone _____
 Fax _____

Registrant 2

Mr./Mrs./Ms. _____
 Bank _____
 Email Address _____
 Branch Street Address _____
 City, State, Zip _____
 Phone _____
 Fax _____

Payment Options

Check (Made payable to the Louisiana Bankers Association)

Visa MasterCard American Express

Card # _____ Expiration Date _____

Credit Card Billing address _____

Name on Card (Please Print) _____

Signature _____ Amount to be Charged on Card \$ _____

- I am unable to attend. Please send me _____ copies of the manual & CD for :
- \$250 (member fee) \$550 (non-member fee)
- (includes shipping and handling)

***Manuals will be shipped after the seminar.**

This training will be covered under SBET (Small Business Employee Training Program). Please provide an email address on the line below to receive the necessary documentation for reimbursement:

***Please Note: Manuals not eligible for SBET funding.**

Registration Fee
 \$399 per LBA member
 \$599 per nonmember

Location

The Bankers Center
 5555 Bankers Avenue
 Baton Rouge, LA 70808
 225-387-3282

Agenda

8:45 a.m. Registration
 9:00 a.m. Program Begins
 12:00 p.m. Lunch
 4:00 p.m. Program Adjourns

Registration Fee

\$399, per LBA member
 \$599, per non-member

Submit registration and view rosters in the
 Education Section of LBA's Website, www.lba.org.

Cancellation Policy

Due to commitments we must make to secure a class, we need your help. If you must cancel your registration, please do so at least 3 business days prior to the seminar date to avoid a \$200 cancellation fee. Any registrant who does not cancel will be billed the full registration fee and sent the manual. Substitutions are welcome at no additional charge.

Hotel Information

Residence Inn by Marriott - Towne Center at Cedar Lodge
 7061 Commerce Circle, Baton Rouge, LA 70809
 For reservations, call **(225) 925-9100** and ask for the "Louisiana Bankers Association special room rate of \$125."

Candlewood Suites
 5353 Bankers Avenue, Baton Rouge, LA 70808
 For reservations, call **(225) 925-3353** and ask for the "Louisiana Bankers Association special room rate of \$89 by mentioning the rate code IX3UX."
 Make reservations online by clicking [here](#)