



# Dos and Don'ts on Checks (Webinar)

June 24, 2020 ☐ 10:00am - 11:30am

Why do we make handling checks so hard? These simple dos and don'ts will keep your financial institution from losing money and creating chaos in the back office. Checks are contracts and should be handled like any other legal document. There are reasons why we do not put business checks into personal accounts and why we do not give less cash on business accounts. Learn the safe way to handle checks and be sure that you and your financial institution can be protected from loss on the negotiable instruments.

### Program Topics:

- The simplest rule about checks that will save your financial institution thousands of dollars
- The connections between checks and account agreements - if you have not signed the signature card you cannot get the money
- Postdated, stale dated, erasures, alterations and more lessons we need to learn
- Why your institution needs to know about the negligence rule and the bank statement rule
- Should we check endorsements and send them back as "missing"
- What should we do with checks payable to deceased people?
- Treasury checks, postal money orders and other special checks
- Why we absolutely do not give cash back or deposit into personal accounts checks made payable to businesses

### Who Should Attend:

This webinar will benefit tellers, head tellers, cashiers, managers, branch operations, officers who approve check and deposit representatives who work with checks and deposits.

### Webinar Speaker:



**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.

### Webinar Registration:

Mr./Mrs./Ms. \_\_\_\_\_  
 Bank \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Branch Street Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Office Phone \_\_\_\_\_  
 Cell \_\_\_\_\_

### Payment Options:

Check ( Made payable to Louisiana Bankers Association)  
 Visa    MasterCard    American Express  
 Card Number \_\_\_\_\_  
 Expiration Date \_\_\_\_\_ Amount to be charged: \_\_\_\_\_  
 Name on Card (please print) \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Billing Address: \_\_\_\_\_

### Please check:

#### **Registration Fees for LBA Members**

Live Webinar Connection      \$165 per connection  
 Webinar Recording                \$165 per recording

#### **Registration Fees for Non-Members**

Live Webinar Connection      \$265 per connection  
 Webinar Recording                \$265 per recording

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:

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**\*Please Note: Recordings are not eligible for SBET funding**

Submit Registration and view rosters in the Education Section of the LBA's website, [www.lba.org](http://www.lba.org)

**Webinar access codes will be sent to registrants with confirmation emails one week prior to session.**