

YOUR SECURITY

- If you're getting cash back, please have your ID ready. We apologize for the inconvenience, but protecting your accounts is our top priority.
- Remember to retrieve your ID from the scanner.
- You can use the keypad on the machine to enter account numbers, etc. or use our chat feature for a full keyboard.

PREPARING YOUR DEPOSIT

- We don't require deposit slips for ITM transactions. However, if you do deposit one, we will return it to you. The machine cannot accept carbon copies or full sheets.
- Please be sure to remove all paper clips, rubber bands, perforated edges or any other objects from your paper items before inserting them in the machine. Bills cannot be taped.
- Make sure you've endorsed all checks before inserting them in the machine.
- Make sure your cash or checks are in a nice neat stack with no folds or tears.
- Please make sure each stack contains less than 30 items.
- Separate cash and checks, we'll accept your cash first, then your checks separately.
- Envelopes cannot be accepted.
- The ITM cannot accept coins, however, you may add an additional dollar to your deposit and we'll return your change to you.

CASH

- Let us know if you'd like small denominations.
- Don't forget your cash or change.
- Make sure you've received the correct amount.

ATM

- Please be sure to retrieve your card from the card reader.
- When withdrawing cash in \$100 increments, the ATM will dispense \$100 bills. If you need smaller bills, you can do one of the following:
 - Select the 'Fast Cash' option and you can select \$20, \$40, \$60 or \$80 withdrawals; or
 - Simply touch the screen and exchange your cash with one of our Interactive Tellers (Monday-Saturday 7am-7pm EST)

RECEIPT

- A receipt of your transaction is available upon request.