

Implementation & Training Process Collier County Clerk of the Circuit Court

First National Bank of the Gulf Coast goal is to provide a seamless transition for the Collier County Clerk of the Circuit Court's account relationship. *If FNB is awarded by the Clerk, FNB will finalize implementation & training process to meet the Clerk's required live date.*

Collier County Clerk of the Circuit Court and FNB Task List		
	Task Assigned to:	Timeline
<ul style="list-style-type: none"> Meet to discuss implementation process 	Clerk - FNB	Upon award of contract
<ul style="list-style-type: none"> Provide FNB with Clerk's contracts that require bank signatures 	Clerk	ASAP
<ul style="list-style-type: none"> Schedule date for Clerk to tour FNB's headquarters on Kraft Road 	Clerk - FNB	TBD by Clerk
<ul style="list-style-type: none"> Establish date to go live with FNB 	Clerk	Nov 1 st unless Clerk requests differently
<ul style="list-style-type: none"> Provide CIP document to be completed on each signer of accounts (s) and/or resolution Provide Clerk with all documentation and agreements to be signed 	Clerk-FNB	Document provided immediately by FNB Return within 5 days of contract award if possible
<ul style="list-style-type: none"> Establish training schedule for various products and services Training can be conducted with Clerk in a group setting or individually 	Clerk - FNB	To be completed prior to live date
Deposit Accounts:		
Provide FNB with the following to open deposit accounts: <ul style="list-style-type: none"> Titling of All Accounts Business Tax ID# List of Authorized Signers per Account. (including completed CIP document provided by FNB) Identify Account Restrictions <ul style="list-style-type: none"> ➤ Who has signing authority per account ➤ How many signatures are required per account/Any threshold amount for 2 signatures required ➤ Which accounts any are to swept from/to another account Supplies Required <ul style="list-style-type: none"> - Checks –FNB will provide Micr Check Specifications - Deposit tickets –Specified per Account - Endorsement Stamps-Specified per Account - Disposable Depository Bags 	Clerk	Within 10 days of contract award
Provide the following documents to Clerk for review and signatures:		
<ul style="list-style-type: none"> Signature Cards/Resolution(s) 	FNB	Within 10 days after contract finalized

• Master Treasury Operations Agreement and Account Recon Positive Pay Agreement	FNB	Same
• ACH Agreement	FNB	Same
• Electronic Banking Agreement	FNB	Same
• Remote Deposit Agreement & Customer Operating Procedures	FNB	Same
• Wire Transfer Agreement	FNB	Same
• Retail Lockbox Agreement	FNB	Same
• Wholesale Lockbox Agreement	FNB	Same
• Merchant Service Agreement	FNB	Same
• Custodial Agreement	FNB	Same
Remote Deposit Capture:		
• Establish if scanners are needed	Clerk	Within 10 days after contract finalized
• Provide FNB with an administrator name	ASAP	5 days before going live
• Provide FNB with all user names and email addresses of users	ASAP	5 days before going live
• Assign User Id's and passwords to administrator of product	FNB	5 days before going live
• Setup of Scanner/software and train Clerk staff	FNB	5 days before going live
• Provide RDC user guide to administrator and users	FNB	Install/training date
Electronic Banking with Cash Management:		
• Identify administrator for Clerk with user id and password for electronic banking	FNB	ASAP
• Provide administrator with user guides & train Clerk on Electronic Banking	FNB	Within 10 days of going live
• Determine numbers of token(s) needed	FNB	Within 10 days of contract date
• Identify users and pseudo names of users	FNB	ASAP
ACH:	Task Assigned to:	Timeline
• Clerk to send bank ACH files to test prior to going live	Clerk	ASAP
• Clerk to provide list of exceptions or block all for ACH Blocks	Clerk	ASAP
• Clerk to provide a contact name and number for ACH questions	Clerk	ASAP
• Clerk to send bank test files for Preauthorized Debit Processing	Clerk	ASAP
Positive Pay:		
• Clerk to send bank positive pay files to test prior to going live	Clerk	ASAP
• Clerk to provide 3 contact names and numbers to authorize checks being presented at the teller line for cashing	Clerk	ASAP
Wire Transfer:		
• Identify who is authorized to verify and initiate wires	FNB	ASAP
• Clerk to provide email addresses for wire notifications	Clerk	ASAP
Wholesale Lockbox (Medical):		

<ul style="list-style-type: none"> Complete documentation and setup to include test files 	Clerk	Within 30 days of contract
Retail Lockbox:		
<ul style="list-style-type: none"> Complete documentation and setup to include test files 	Clerk	Within 10 days of contract
Priority Payments South Florida (Merchant Services):		
<ul style="list-style-type: none"> Arrange meeting with Jonathan Gabel 	FNB - Clerk	Within 10 days of award contract
<ul style="list-style-type: none"> Complete documentation and set up 	Clerk - PPSF	Less than 30 days
Infinex Custodial Accounts:		
<ul style="list-style-type: none"> Arrange meeting with Michael Dunzelman 	FNB – Clerk	Within 10 days of award contract
<ul style="list-style-type: none"> Complete documentation and set up 	Clerk – Michael Dunzelman	Less than 30 days