



COUNTY OF UNION

DEPARTMENT OF FINANCE
Bibi Taylor, Director/County Treasurer

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JULIE ORIGLIATO
Deputy County Treasurer

To: Union County Employees

From: Julie Origliato, Director
Division of the Treasurer
Department of Finance

Date: August 15, 2016

Re: Mobile Deposit Procedures

Please use the following guidelines when depositing paychecks via a mobile deposit APP:

- Upon scanning and completing a mobile deposit, write "electronically presented on (date)" across the top of the check to protect against duplicate deposits.
- Securely store the check for 30 days after it has been posted to your account. After 30 days, you can consider the check to be void and securely destroy it.

Should a payee attempt to physically deposit a check that has already been deposited electronically, ***the payee will be responsible for reimbursing the financial institution or check cashing store for the duplicate presentment of the check.***

DIVISION OF TREASURER