



# SAFE DEPOSIT: THE FUNDAMENTALS

*Live Webinar*

THURSDAY, MARCH 13, 2008 ~ 11:00 AM – 1:00 PM EST

*Attend a live seminar without leaving the office!*

The safe deposit operation is a unique, fast-changing service in the financial industry. It is the only service in which staff members do not know the value of a customer's assets. As a result, **every vault transaction can lead to considerable liability**. Effective procedures and sound daily practices can counteract and minimize the risk.

***This seminar covers the "nuts and bolts" of day-to-day operating procedures in your safe deposit area.***

### WHAT YOU WILL LEARN:

- What 5 types of identification are needed on every new box rental?
- What liability exists if access is allowed "before or after" lobby hours?
- What 9 items must be included in a "new Safe Deposit Renter's Kit"?
- What are the 4 different styles of box rental contracts?
- What 10 steps must be followed when a renter closes a box?
- Who should handle the renter's key and container during a box access?
- What 10 steps must be followed when granting access to a box?
- Why must safe deposit keys be maintained under strict control?
- What are the 4 most important key control procedures?

*Plus, frequent question and answer sessions throughout this presentation.*

**WHO SHOULD ATTEND:** This informative program is designed to update safe deposit supervisors, full time and relief vault attendants, auditors, branch managers, cashiers, training directors and new accounts personnel.

**SEMINAR PRESENTER:** David P. McGuinn, President of Safe Deposit Specialists, speaks nationwide for financial associations in more than forty states. Dave is often referred to as the **safe deposit "GURU"** of the United States. He is a former Senior Vice President and Cashier with over 30 years of banking experience and has trained over 100,000 safe deposit employees. He has served the safe deposit industry as President of the American, Texas and Houston Safe Deposit Associations.

**WHAT IS A WEBINAR?** A Webinar offers you the convenience of attending a training session in your own facility. A Webinar combines the clarity of an audio teleconference with the interactivity and visual presentation of the Internet. You pay by the location, not by the person.

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The session will allow you to ask questions, participate in live surveys and see the slides as the seminar leader presents the material.

**CAN'T ATTEND AT THE SCHEDULED TIME?** No problem. Just purchase the program for future use. You will receive a CD, written materials and website address. **Plus, you can use these materials as many times and in as many departments or branches as you wish!**

### Safe Deposit: The Fundamentals

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*Please call Scott Briggs at 860-886-6153 x3 if you have any questions.*