Background
Remote Deposit Capture is a service used to deposit paper checks electronically. JPMorgan Chase Bank Image Deposit Direct (IDD)® is the remote deposit capture system used at The Ohio State University. IDD transmits the check image to the banking system where it can be electronically handled more efficiently than a paper check.

The advantages for Departments using Remote Deposit include:
- Fewer trips to a University Deposit Center
- Image availability – no longer necessary to keep photo copies of checks
- Reporting availability – access to deposit details and reports for up to 25 months
- Speed – checks scanned by 10pm ET will be deposited the same day

PeopleSoft recording of Remote Deposit Capture
Remote deposits are recorded in PeopleSoft as an OBA (Other Bank Activity) Journal. For special circumstances, Auto Journal can be requested for IDD deposits. Please contact the Treasurer’s Office.

To Request Remote Deposit Capture
To request Remote Deposit (IDD), complete the IDD Setup form and return to Tom Hatch, hatch.32@osu.edu.

Implementation Process
- Once a request is received in the Treasurer’s office it will be sent to the bank for processing.
- A JPMorgan representative will contact the department directly to schedule installation and training.
- The check scanner will be shipped directly to the Department.
- Prior to training, all users will be contacted by the Treasurer’s Office with user ID’s and temporary passwords for the ITMS website.
- Training and Installation is done over the phone with the department and a JPMorgan training representative.

The Treasurer’s Office strongly recommends the following to departments interested in implementing IDD:
- Approval required by the department steward for any user that has access to the JP Morgan check deposit system. Any approved staff must be a FT/PT University employee.
- Follow OSU’s Institutional Data Policy
  http://ocio.osu.edu/policy/policies/policy-oninstitutional-data/
- All IDD users should take the Institutional Data Policy Carmen course.
- No copies of checks (paper or electronic) or reports with full bank account numbers are to be maintained in any university databases or files without the written approval of the Treasurer’s office. Storage of truncated numbers, in approved formats, is permissible.

Destruction and care of Checks after Deposit
- Keep checks and scanner in a locked and secure area.
- Destroy (cross-shred) checks five (5) days after they were scanned.

Policy
All deposits must comply with University Policies 5.12 Deposit of Cash and Checks and 5.13 Check Acceptance. The following instruments cannot be scanned: Counter Check, Starter Check, Third Party Check, & Foreign Check.

Contact Information
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