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| **Procedure Name:**  | **Mobile Deposit** |  |
| **Department:** | Investment Team |
| **Effective Date:** | 11/14/2022 | **Author:** |  Katie Weinschenk |

**Description**

When a check is received for a Pershing account, it can be deposited through the NetX app.

**Assumptions**

N/A

**Procedure**

1. Login to NetX Mobile
2. Scroll down and click on the Deposit icon



1. This will bring up the Check Deposit screen

(check image will appear but omitted from screenshot)



* 1. Take photos of the front and back of the check
	2. The Total Deposit amount will populate from the check image
		1. If the amount is incorrect, click the pencil icon next to the amount and edit
	3. The check number will populate from the check image
		1. If the check number is incorrect, click the pencil icon next to the number and edit
	4. The Check Received date will auto populate
1. On the Add Receiving Account section of the screen



* 1. Type in the Account Number
	2. Select the appropriate Deposit Reason
	3. Click Review
1. Review the information for accuracy and if you find everything to be correct, click Submit. If changes are necessary, click Edit to correct the information



1. A confirmation screen will pop up

 

1. You will need to scroll up to obtain the Enterprise ID. This is your confirmation number which you will need in the next step and for blottering in V2020
2. Write down the date, your initials, and the Enterprise ID. Scan this information with a copy of the check and save it in both the Check Blotter file and the client’s account file

 

1. Information to keep in mind:
	1. Remember that the check needs to be logged on the Woodbury website and a copy of the check need to be placed in the client’s account file as well as the Check Blotter file
	2. Put a task in Redtail to confirm the deposit was received and invested into the account
	3. If Mobile Deposit is down and you need to mail a check to Pershing:
		1. **Overnight Mail:**Pershing LLC
		Attn: 382121
		500 Ross Street 154-0455
		Pittsburgh, PA 15262-0001
	4. Woodbury prohibits financial professionals from accepting or attempting to make deposits of:
		1. US or Foreign cash or currency
		2. Money orders
		3. Traveler’s checks
		4. Checks drawn on a foreign bank
		5. Checks made payable to Tax Management Services
		6. Checks made payable to Cash
		7. Checks made payable to a financial professional
		8. Checks denominated in a currency other than US Dollars
		9. Starter Checks
		10. Cashier checks under $10,000.00
		11. Checks already deposited that have been returned by a bank for insufficient funds. The check will not be re-deposited and needs to be replaced with wired funds.

**References**

N/A

**Revision History**

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| **Revision Date** | **Revised By** | **Revision Notes** |
| 11/14/2022 | Katie Weinschenk | Procedure Created |
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