Check Deposit Instructions

When a check for deposit into an RJ account is received at your office you have two options: Self-Deposit OR overnight to RJ for deposit.

Self-Deposit

1) Scan and complete your deposit via Advisor Access > My Clients > Money &Security Movement > Check Deposit (Check must be deposited in the original version as received in the mail)
2) Print the RJ Deposit Confirmation
3) Date stamp check with date received (Do NOT write on the check untilscanned into the system)
4) Make a back & front copy of the check
5) Complete the LFF Daily Check Blotter (located in LFF EOM packet) –Use a separate tab for each month
6) Send all documents to admin@levelfourfinancial.com at the end of the business dayfor Branch Manager review

Overnighting Checks to RJ for deposit

1) Enter the information under Advisor Access > My Clients > Money &Security Movement > Check Deposit
2) Print the check in transit report
3) Date stamp check with date received
4) Make a back & front copy of the check
5) Complete the LFF Daily Check Blotter
6) Create a form of overnight delivery label with tracking option through UPS,FedEx or USPS to:

Raymond James & Associates
880 CarillonParkway, St. Petersburg, FL33716

7) Overnight the check and a copy of the RJ Check in transit confirmation toRaymond James
8) Send copies of all the above to admin@levelfourfinancial.com for Branch Manager review
9) Verify receipt the following day and note in the Harbor Daily Check Blotter

Checks received for deposit into Direct Accounts held at the Fund Company:

1) Date stamp check with date received
2) Make a back & front copy of the check
3) Complete the Harbor Daily Check Blotter
4) Create a form of overnight delivery label either through UPS, FedEx or USPS
5) Overnight the check to the fund company
6) Send copies of the above information to admin@levelfourfinancial.com for Branch Manager review
7) Verify receipt the following day and note in the Harbor Daily Check Blotter

Best practice:

- Know the total number of checks to be deposited
- Know the total amount to be deposited
- Verify check dates are not stale (6months +)

Friendly Reminder:

- Do not hold checks overnight
- **Do not accept checks made out to the Advisor or Level Four Financial, LLC – Checks must be made out to the client or Raymond James**
- All checks in transit must be overnighted and include a tracking number
- All non-financial documents are considered correspondence and must be submitted to your Branch Manager no later than with your End of Month report