

# Safe Deposit Safety, Soundness & Compliance Seminar

**April 23, 2021 | 9:45 am - 3:00 pm**  
***Live, Virtual Program***

## About the Program

Today's safe deposit box operations present a myriad of issues ranging from deceased renters, living trusts, court orders, past due boxes, abandoned boxes and the compliance components surrounding the renting and maintenance of safe deposit boxes. This four-hour session will provide safe deposit staff the tools and updates they need to keep the bank's liability in check.

## TRAINING OUTCOMES:

**As a result of this program, attendees will focus on how to:**

- ◆ Identify, and understand the "nuts and bolts" of safe deposit operation procedures.
- ◆ Learn the recommended day-to-day operating procedures for your institution.
- ◆ Understand legal and compliance issues surrounding safe deposit boxes.
- ◆ Establish internal policies and procedures to comply with your bank's own safe deposit requirements.

### Who Should Attend?

This program will benefit and update vault attendants, safe deposit supervisors, compliance officers, internal auditors, as well as cashiers, branch managers, security officers, training directors, new account personnel and your in-house legal counsel.

### AGENDA

Registration	9:45 am - 10:00 am
Program	10:00 am - 12 Noon
Lunch	12 Noon - 1:00 pm
Program	1:00 pm - 3:00 pm

### Program Fees\*

**CBWV Member \$250 PER ATTENDEE**

**CBWV Non-Member \$450 PER ATTENDEE**

***\*This is per person / connection***

*Registration fee is per Zoom connection. Upon registration, attendees will receive a link to register to receive Zoom credentials to participate in the program and a link to access and download the training materials for the program.*



# ABOUT THE PROGRAM

## Top Fifty (50) “Most Important” Operating Procedures (2021 Update - Safe Deposit Procedures) | 10:00 am - 12:00 Noon

### Improve Your System:

The safe deposit operation is a unique, fast-changing service in the financial industry. It is the only product or service in which members of your staff do not know the value of a consumer’s assets. As a result, every vault transaction can lead to considerable liability. Effective procedures and sound daily practices can counteract and minimize this risk. This seminar covers the “**nuts and bolts**” and the recommended day-to-day operating procedures for your institution.

### Test Your Procedures

Answer: **(Y) Yes (N) No (NS) Not Sure** to review your internal procedures.

#### Answers OPERATIONS, LAWSUITS & LIABILITY ISSUES:

- \_\_\_\_\_ Are you aware of your liability if box access is allowed "before or after" lobby hours?
- \_\_\_\_\_ Do you require five types of identification from every signer on a new box contract?
- \_\_\_\_\_ Do you know why you will lose a lawsuit if you leave anyone in your vault alone?
- \_\_\_\_\_ Can you purchase locksmith tools on EBAY which will open boxes in seconds?
- \_\_\_\_\_ Are you providing a "No Insurance Disclosure Notice" to all new box renters?
- \_\_\_\_\_ Are you completing the required Beneficial Ownership of Legal Entity Form?
- \_\_\_\_\_ Can FDIC/NCUA signs, logos or brochures create safe deposit liability?
- \_\_\_\_\_ Are you following the ten necessary steps when granting box access?
- \_\_\_\_\_ Are you aware that having box numbers on keys will create liability?
- \_\_\_\_\_ Are there at least ten items included in your new box renter's kit?
- \_\_\_\_\_ Will your part-time attendant make a good courtroom witness?
- \_\_\_\_\_ Can box keys be duplicated using silly putty and epoxy glue?

How did you do on the test? *(This presentation addresses these issues and much more)*

## ABOUT OUR PRESENTER



**David P. McGuinn**, President of Safe Deposit Specialists, is a former banker with fifty years of safe deposit experience and is often referred to nationwide as the safe deposit GURU. In all 50 states he has trained over 350,000 safe deposit employees and managers and has served the industry as President of American Institute of Banking and the American, Texas and Houston Safe Deposit Associations. Dave is a featured speaker for the American Bankers Association, Independent Community Bankers of America and over 100 other nationwide financial associations. He has been interviewed by The New York Times, Wall Street Journal, Money Magazine, New York Magazine, Reader’s

Digest, Fortune Magazine, Associated Press, National Public Radio (NPR), Canadian Broadcasting Corp. (CBC), British Broadcasting Corp. (BBC), AARP, Bottom Line Financial, FDIC, CNN, CBS, ABC, FOX, NBC Nightly News, Inside Edition, Crime Watch and Court TV on current safe deposit issues. McGuinn has created numerous training programs and his Regulatory/Compliance Manual, Policy and Procedures Handbook, Audit Manual and Fire & Flood Disaster Recovery manuals are now the accepted standard for the financial industry.

# Top 25 Safe Deposit Legal & Compliance Issues (2021 Update - State & Federal Regulations) | 1:00 pm - 3:00 pm

## Improve Your System:

Questions regarding deceased renters, payable-on-death clause, living trusts, court orders, Servicemembers Civil Relief Act, USA Patriot Act, Suspicious Activity Reports, power of attorneys, Americans with Disabilities Act, past due boxes, abandoned property and many other legal and compliance issues have caused great concern and confusion for the safe deposit industry. At this workshop you will receive current information about all these issues and an in-depth explanation about how they impact on your financial institution and your safe deposit box renters.

## What You Will Learn:

Get answers to the following questions and establish internal procedures to comply with your own safe deposit requirements.

- ◇ Does the “Beneficial Ownership of Legal Entities” law apply to business boxes?
- ◇ What “SEVEN” past due fees can be collected from a delinquent box renter?
- ◇ Who can legally access and remove contents from a deceased renter’s box?
- ◇ Does the Servicemembers Civil Relief Act (SCRA) apply to past due boxes?
- ◇ Can you title a lease as a “living trust” or add a “payable of death” clause?
- ◇ What seven suspicious safe deposit transactions always trigger a SAR?
- ◇ How does the USA Patriot Act affect all safe deposit areas nationwide?
- ◇ What should we do if dangerous contents are found in a past due box?
- ◇ What BSA & SAR violations are compliance examiners finding today?
- ◇ When are box contents sent to the Unclaimed Property Department?
- ◇ How can poor box drilling procedures make a box renter very rich?
- ◇ Do you have “Right of Offset” against a past due renter’s account?
- ◇ Can you report a past due box renter to a credit-reporting agency?
- ◇ What careful wording should be used in a FINAL past due notice?
- ◇ How does the American with Disabilities Act affect safe deposit?
- ◇ How should you answer a renter’s questions about insurance?
- ◇ Should a power of attorney be used to enter a renter’s box?
- ◇ Can renters legally store money, guns, or drugs in a box?
- ◇ Who must be present when a past due box is drilled?

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## REGISTRATION INFORMATION

*\*Please fill out separate form for each attendee*

Registrant Name \_\_\_\_\_

Registrant Email for materials \_\_\_\_\_

Bank Name \_\_\_\_\_ Phone \_\_\_\_\_

## PAYMENT INFORMATION

### REGISTRATION FEE

CBWV Member \$250 PER ATTENDEE

CBWV Non-Member \$450 PER ATTENDEE

### **We Accept Visa, MasterCard & Amex**

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Email Address \_\_\_\_\_ Phone Number \_\_\_\_\_

### Return to CBWV by April 21, 2021

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Questions: Call/email Courtney Campbell  
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