New Customer Information Form

Setup Checklist

- ❒ Set up a read-only login with your banking for iTracs' use. It should have the ability to download and export transactions and also to view reporting.
- ❒ If you would like to start Positive Pay at the bank with iTracs, determine whom we may contact to create the automated interface.
- ❒ Complete this New Customer Information Form and send to iTracs via secure email along with a copy of your most recent reconciliation.
- ❒ Our technical staff will contact you to install the adaptor software.
- ❒ After the setup is complete, we will help you get started with a training session via web meeting.

Bank Information

If multiple banks or accounts will be set up on iTracs, fill out a separate New Customer Information Form for each one.

Bank name

Date of last reconciliation

Bank statement balance of last reconciliation

Software Code or Nickname

Be sure to include a copy of your last reconciliation with this form.

Login Credentials

User Id Password

Company or Customer Id *(required by some banks)*

Positive Pay

Do you currently submit Positive Pay files to the bank? ☐ Yes ☐ No

Do you want to start Positive Pay at the bank with iTracs? ☐ Yes ☐ No

If you answered yes, and would like to start Positive Pay at the bank with iTracs, we will need a point of contact at your bank, along with authorization to create an automated interface with the bank's server.

Bank contact name

Contact phone #

Contact email address

Client Information

Date

Firm Name

Address

Main Contact

Position

Email

Phone #

Settlement/Escrow Software

Whom can we thank for the referral?

Client Contacts

List each individual and their interaction with iTracs for this bank account. Use another sheet for additional contacts.

	Exceptions	Reconciliations	Installation	Invoices
Name Email Phone #	☐	☐	☐	☐
Name Email Phone #	☐	☐	☐	☐
Name Email Phone #	☐	☐	☐	☐
Name Email Phone #	☐	☐	☐	☐

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