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## I. Check Processing & Conversion

- a. Returns processing (Xcelerated Returns)
- b. Use of timely data to make important decisions

## II. BOC (Back Office Conversion)

- a. New Industry movement approved by NACHA
- b. Organizations improve efficiency and experience fewer check conversion errors
- c. Equipment expenses are reduced

## III. Credit Card Processing

- a. Customers expect it (increase customer satisfaction)
- b. Shop around for competitive rates, but look out for hidden fees... transaction rates and discount rates are not the only things to consider
- c. Look for a provider that can consolidate all payments (i.e. credit card, check, ACH debits) into one system

## V. Risk Management

- a. Identify that companies you work with are legitimate
- b. Before engaging in business, research valid tax ID numbers and registration in respective states
- c. Verify physical locations
- d. Confirm that you have signed agreements in place before processing payrolls, payments, etc.
- e. Uphold the same standards for all customers

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