



KANSAS BANKERS ASSOCIATION

OPERATIONS MANUAL ORDER FORM

On May 1, 2008, KBA's Legal Department begun releasing the KBA OPERATIONS manual. This manual serves as a companion piece to the KBA Account Documentation, Deposit Compliance, and Lending Fundamentals manuals. The OPERATIONS manual is a compilation of information contained in 30+ editions of the KBA Legal Update books. Topics include:

Check Collection	Reg E/ACH/Article 4A
Garnishment and Levy	Bank Secrecy Act
Privacy	FACT Act/FCRA
Advertising/Marketing	Contingency Planning
Human Resources	IRS Reporting
Corporate Activities	Plus much more!

The initial cost of the manual for KBA Member institutions is \$299.00. The Operations manual is downloaded from a secured website link and is electronic word searchable. After the initial cost, an annual fee of \$50 will apply to receive an updated version of the manual every year.

The KBA non-member rate for the initial Operations Manual is \$599.00. After the initial cost, an annual fee of \$75 will apply to receive an updated version of the manual every year.

The OPERATIONS manual is updated annually so you may be certain your bank has the most up-to-date information on many important topics. The update will be provided in a secured website link, with permission to print. You may order a copy of the manual by completing the order form below and mailing to: *Kansas Bankers Association, Attn: Legal Department, PO Box 4407, Topeka, KS 66604-0407*, or you may fax the form to 785-272-7836, or you may email your order to KBCS@ksbankers.com. An invoice for the total amount due, will be provided with the order.

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