



Operations Manual Order Form

On May 1, 2008, KBA's Legal Department began 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.

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.

The initial cost of the manual for KBA Member institutions is \$399. After the initial cost, an annual fee of \$75 will apply to receive an updated version of the manual every year.

The KBA non-member rate for the initial purchase is \$599. After the initial cost, an annual fee of \$125 will apply to receive an updated version every year.

Please email completed form to the Legal Department at KBCS@ksbankers.com or fax to 785-272-7836.

*Manual ONLY. OnDemand is not available for this program.

Topics To Be Covered:

- Check Collection
- Garnishment and Levies
- Privacy
- Advertising & Marketing
- Human Resources
- Corporate Activities
- Reg E/ACH/Article 4A
- Bank Secrecy Act
- FACTA/FCRA
- Contingency Planning
- IRS Reporting
- And much more!

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