

LIFE INSURANCE COMPANY OF ALABAMA

MAILED CHECKS RECEIVED PROCEDURE

On a daily basis two persons from the mailroom will separate out the known checks received, due to the blue or green envelope, from the general mail. These pieces of mail will not be opened at this time but will be counted by these two individuals, noted on the tracking document and signed by them. The known checks, blue or green envelopes, will be delivered to the cashiers' office where two people there will verify the count and complete the tracking document. This tracking document will be kept in a binder in the cashiers'. Once the counts have been verified and signed off on then the envelopes will be opened by the individuals in the cashiers' office, either by hand or with the slitting machine, and processed accordingly.

Note: Attached to this procedure is a copy of the tracking document.

Life Insurance Company of Alabama

Check Receipt Process

We, the undersigned, do attest that:

- A. We have separated the Blue and Green envelopes from the other mail as these are presumed to contain checks.
- B. We have not opened any of the Blue or Green envelopes
- C. There were _____ Blue and _____ Green envelopes
- D. These envelopes are being delivered directly to the cashiers' office for processing.

Date: _____

Time: _____

We, the undersigned, do attest that:

- A. We have received the Blue and Green envelopes from the mail room.
- B. There were _____ Blue and _____ Green envelopes
- C. These envelopes are being opened by the cashiers' office for processing.

Date: _____

Time: _____