

Evaluating and Selecting Contracts and Forms

- Evaluate your current contract
- Read your current contract completely.
- Make a requirement list of all items you would like on your contract.
- Make a list of all items that may be deleted from your contract.
- Obtain copies of all state laws governing safe deposit boxes.
- Review your current contract again. Does it contain reference to specific laws in your state? If not add the specific items to your list of requirements.
- Evaluate your current forms
- Make a list and attach all forms currently being used in your safe deposit area.
- Review each form, highlight and correct any area that you would like changed. Highlight any areas you would like to delete, and include any items you would like added.
- Make a list of forms that would increase your performance on the job.
- Contact every available vendor and request copies of contracts and forms for safe deposit usage. You will be reviewing these forms to find one that best suits your needs at your particular institution.
- REMEMBER: Forms and contracts are copyrighted and cannot be reproduced or copied.
- Selecting a new contract and new forms
- Review each secured sample using your requirements list and record the items not included. If during your review you find items that you would like to have on your new form, add these items to your requirement list.
- Select the contract/forms that best suit your needs.
- Have management and your legal counsel review your selections and approve.
- Contracts should be reviewed annually.