

# New Branch Signage Checklist

Corrected 12/20/2006

Type of Sign	Qty.	Location/Notes
<b>REGULATORY</b>		
Funds Availability Notice (Reg CC)	3	The notice need not be posted at each teller window, but the notice must be posted in a place where consumers seeking to make deposits are likely to see it before making their deposits. For example, the notice might be posted at the point where the line forms for teller service in the lobby. The notice is not required at any drive-through teller windows nor is it required at night depository locations, or at locations where consumer deposits are not accepted.
Funds Availability Policy	1	Lobby
CRA Notice	1	Lobby, branch sign different than main bank
Financial Disclosure Notice	1	Lobby
Equal Housing Lender Poster	1	Lobby, must be 11" x 14"
HMDA Notice	1	Only if subject to HMDA reporting
FDIC - CSR desk and walk up teller signs	6	Sign must be 3" x 7"
FDIC - sticker for drive in window	3	Sticker must be 3" x 7"
CIP Notice	1	Lobby
Safe Deposit Box notice - contents not insured	1	Lobby/SDB area
Holiday closing signs	2	Post on front door and drive-in window at least one week prior to holiday
FDIC certificate		Only required at main bank, not each branch

<b>DECORATIVE</b>		
Marquee sign	1	City permit required
Hours	1	Front door
Bank name	1	Above entry
Logo	1	Glass divider
Departmental signs	2	
Marketing poster holders	3	Lobby
Community bulletin board	1	Entry area
Restroom signs	1	Must be ADA compliant
Teller name signs	4	Teller windows, drive-in window
Check stand signs	4	Pers dep slips, bus dep slips, sav wd, sav dep

<b>DIRECTIONAL</b>		
Commercial lane sign	1	
Wide lane sign	1	
This lane closed	1	
Exit signs	3	
Handicap parking	2	
Employee parking	2	

<b>BANNERS</b>		
Coming soon banners	2	
Now open banners	2	

<b>HUMAN RESOURCES</b>		
EEOC Notice	1	Required to be visible to job applicants and employees, 42 USC 2000e-10(a). This poster should include five parts, and if not in a combined poster, individual signs must be posted in the manager's office or lobby. The five laws are: Equal Employment Opportunity Act, Fair Labor Standards Act, Employee Polygraph Protection Act, Family Medical Leave Act, and OSHA's Plain Language "It's The Law".
Labor notices required by the state	1	Such as workers comp, minimum wage, unemployment, etc.

*Additional signage requirements apply if there will be an on-site ATM or investment or insurance sales.*