



RMA is pleased to offer Compliance products for your Escrow Company

FIRST

POLICIES AND PROCEDURES TO MEET THE 7 PILLARS OF BEST PRACTICES

Summary of Policies and Procedures to meet the 7 Pillars of Best Practices

1. Meet government licensing and business compliance, including the Gramm-Leach-Bliley Act and Equal Opportunity Employment Act
2. Maintain procedures and controls for the escrow trust accounts
3. Security policies to protect Non-Public Personal Information (NPPI)
4. Procedures and policies to maintain compliance with federal and state consumer financial laws as they are applicable to the escrow process
5. Employee training, education, work policies. It includes a “clean desk” policy.
6. Corporate due diligence, including business continuity and disaster recovery plan
7. Procedures to track and resolve consumer complaints

Customized with your Company information and logo, priced at \$495 you will receive the document in a secured PDF file and a color print hard copy. This manual can be customized for both DBO and BRE escrow companies.

SECOND

EMPLOYEE HANDBOOK AND POLICY MANUAL

Using a helpful questionnaire, the 40+ page manual is customized to cover many of the important HR and payroll issues important to employers and employees, such as:

Employment policies Work schedules
Pay and Benefits Leaves of Absence

Miscellaneous policies – eligibility to work, emergency procedures, prohibited items or substances, standards of conduct, etc.

Customized with your Company information and logo, priced at \$695 you will receive the document in a secured PDF file and a bound hard copy. Additional bound copies for each employee can be purchased for \$25 per copy.

BUNDLE PRICING - BUY BOTH FOR \$995
Contact Nikki at Nikki@rmacounts.com
To start the customization process

RMA Accounting Services, Inc.

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