Instructions for depositing checks into client accounts

Checks for deposit must be mailed directly to our U.S. office:

Portfolio Resources Group
Attn: Operations
800 Brickell Avenue, Suite 903
Miami, FL 33131
Phone: 305-372-0299

When you send check(s) to Miami, please inform our office by phone (02-624-2788) or by e-mail (operations@profile-financial.com) so that we can track its arrival into your account.

To avoid client checks being returned, please follow the guidelines below:

1. Checks must be made out to the title of the account.
2. The back of check must contain the following information:
   a. Client's signature (if made out to joint owners, both client's need to sign)
   b. "For deposit only account # INR-________"
3. The following deposits will **not be accepted**:
   a. Cash, travelers check and money orders
   b. Cashier checks with a face value of $10,000 or less
   c. Altered checks
   d. Checks in foreign currency / drawn on foreign banks
   e. Stale dated checks (payable date older than 180 days)
   f. Post dated checks
   g. Third party checks (A third-party check is a check payable to someone other than the drawer who in turn transfers the check to a third party by endorsing the back of the instrument by writing "pay to the order of" to name a new holder.)
   h. Improperly written checks: amount written in words is different from the amount in numbers

For regulatory reasons, Profile cannot hold client checks. As such, please do not send checks to the Profile office, only to Portfolio Resources Group (see address above).