

# Courtesy Overdraft

## What is Courtesy Overdraft?

Courtesy Overdraft is our policy to provide excellent customer service, which generally helps you avoid the hassle of returned items. If an item is received at the bank where insufficient funds exist to pay that item, we are under no obligation to pay that item. However, in an effort to provide excellent service, we will consider paying that item when possible up to a maximum of \$500 for personal accounts\* and \$1500 for non-personal accounts\*\* (exclusive of fees) over the amount available in your checking account as a customer service for accounts in good standing. **This product becomes available to use after the first 30 calendar days of your new account.** Please see the Overdraft Service Policy at the end of this disclosure for more information. Standard overdraft fees will apply.

Manage your finances carefully, but know that if something unexpected happens in your account, our service policy may help you avoid the inconvenience and costs of returned items.

## How will it benefit me?

We hope this policy helps you understand how we make overdraft decisions and may avoid the problem of returned item charges and difficulties when unplanned expenses occur.

## Do I have to apply for this service?

No. Our Courtesy Overdraft service is automatically added to all our checking accounts and Money Market accounts. Please see the Overdraft Service Policy at the end of this disclosure for more information.

## How do I use my Courtesy Overdraft service?

It is automatic if you overdraw your account by check, preauthorized debits, telephone transfers, online bill payments, internet banking transactions, as well as in-branch withdrawals. If you wish to include Point of Sale transactions (POS), debit and ATM transactions as well, please speak with a Personal Banker who can add those options as well.

## How will I know I am overdrawn?

We will mail you a letter to notify you immediately any time your account is overdrawn.

## What if I overdraw more than my limit?

In most instances, if items arrive on your account when insufficient funds exist, we will consider paying the items not to exceed a negative balance of \$500 for personal accounts and \$1500 for non-personal accounts (exclusive of fees) as part of our service policy. In most instances, any items which exceed that amount will be returned. If you have special circumstances, please call us. We want to provide the service that fits your needs.

April 1, 2017

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\*Personal accounts include all personal checking accounts and Money Market Accounts

\*\* Non-personal accounts include all other Business accounts as well as Corporate accounts.

### **How quickly do I have to deposit funds to cover an overdraft?**

Our expectation is that you will deposit funds to cover any overdrafts immediately. Our policy states that if you do not deposit funds to cover your overdraft, we will send you additional letters and contact you to discuss any problems you have. If you go 45 days with a negative balance, we will close your account and report the overdraft balance to E funds.

### **Overdraft Service Policy**

As a service to customers and to help you avoid the significant fees that may be charged by third parties for “bad” checks, we will approve your reasonable overdrafts up to \$500 for personal accounts, \$1500 for non-personal accounts (exclusive of fees).

**A \$32.00 fee is charged for every non-sufficient fund item regardless of whether we pay it or reject it. Under the above conditions we will consider paying items up to a maximum of \$500 for personal accounts, \$1500 for non-personal accounts (exclusive of fees) over the amount available in your checking or money market account, although special arrangements or circumstances may alter this amount. Any and all bank fees and charges, including without exception, the non-sufficient fund/overdraft fees (as set forth in our fee schedules and our Depositor’s Account Agreement) will be included as part of this limit.**

**SERVICE CHARGES ASSESSED AGAINST A CHECK OR CHECKS, OR ANY OTHER REQUEST FOR FUNDS MADE UPON YOUR ACCOUNT, DOES NOT OBLIGATE US TO PAY SAID REQUEST FOR FUNDS. NOR DOES IT OBLIGATE US TO PROVIDE PRIOR WRITTEN NOTICE OF OUR DECISION TO REFUSE PAYMENT.**

**Should you issue a check or make a transaction for funds exceeding what is available in your account, pursuant to your Depositor’s Account Agreement you are responsible to the bank for the amount of any overdraft and applicable fees immediately, without notice or demand from the bank.**

It is the obligation of the Bank to operate in accordance with all applicable safety and soundness standards. Your Depositor’s Account Agreement prescribes the duties, obligations and rights of the Depositor, as well as the Authorized Signatories and the bank with regard to your checking account.

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