

**Electronic Funds Transfers  
Disclosure And Agreement**

Glendale Area Schools Credit Union  
P.O. Box 556  
Montrose, CA 91021-0556

**GLENDALE AREA SCHOOLS**



CREDIT UNION

*It's where you belong!*

Revised June 1, 2016

(818) 248-7425  
(800) 844-5363  
www.gascu.org

**ELECTRONIC FUNDS TRANSFER DISCLOSURE AND AGREEMENT**

This EFT Disclosure and Agreement as amended from time to time ("Agreement") sets forth the terms and conditions governing the use of the Glendale Area Schools Credit Union electronic transfer services. Disclosure information that applies to all electronic services offered by Glendale Area Schools Credit Union is given below, followed by specific disclosure information for each service. Glendale Area Schools Credit Union may also provide remittance transfers (defined by Regulation E, subpart B, as an "electronic transfer of funds of more than \$15 which is requested by a sender and sent to a designated recipient in a foreign country by a remittance transfer provider"). The terms and conditions for such electronic fund transfers will be disclosed to you separately when you receive those services, and may differ from the terms and conditions disclosed herein. This Agreement takes the place of all prior agreements and disclosures governing the use of all electronic services. By retaining, using, or allowing others to use the electronic services offered by Glendale Area Schools Credit Union, you are agreeing to be bound by the terms and conditions of this Agreement. In this Agreement, the term ("you") and ("your(s)") refer to the member, and the terms ("we"), ("us") ("Credit Union") and ("our(s)") refer to Glendale Area Schools Credit Union.

**PERSONAL IDENTIFICATION NUMBER**

The Credit Union will issue you a Personal Identification Number (PIN) that must be used with the VISA® Debit Card for transactions that require the use of a PIN. This number should be memorized-DO NOT write it on your VISA® Debit Card. After memorizing your PIN, destroy the notice disclosing your PIN. If you forget your PIN, contact the Credit Union and we will issue you a new one.

**RIGHT TO RECEIVE DOCUMENTATION OF TRANSACTIONS**

You will get a monthly account statement reflecting all of your transactions unless there is no activity in a particular month. In any case, you will get the statement at least quarterly. Depending on the terminal, you may receive a receipt at the time you make a transaction at a terminal. If you do receive a receipt, retain the receipt to compare with your monthly statement from the Credit Union.

**YOUR LIABILITY FOR LOST, STOLEN, OR UNAUTHORIZED TRANSACTIONS INVOLVING AUTOMATED TELLER MACHINE (ATM) CARDS**

Tell us AT ONCE if you believe your VISA® Debit Card and/or Personal Identification Number (PIN) has been lost or stolen, or if you believe that an electronic transfer has been made without your permission using information from your check. Telephoning is the best way of keeping your possible losses down. You could lose all the money in your account (plus your maximum overdraft line of credit if you have one with us). If you tell us within two (2) business days, you can lose no more than \$50 if someone used your VISA® Debit Card or PIN without your permission. If you DO NOT tell us within two (2) business days after you learn of the loss or theft of your VISA® Debit Card or PIN, and we can prove that we could have stopped someone from using your VISA® Debit Card or PIN without your permission if you had told us, you could lose as much as \$500. Also, if your statement shows transfers that you did not make, tell us at once. If you do not tell us within 60 days after the statement was mailed to you, you may not get back any money you lost after the sixty (60) days if we can prove that we could have stopped someone from taking the money if you had told us in time. If a good reason (such as a long trip or a hospital stay) kept you from telling us, we will extend the time periods. If you have authorized someone else to use the VISA® Debit Card and/or PIN, you are responsible for all transactions that person or persons initiates at any time, even if the amount or transactions exceed what you may have authorized.

**YOUR LIABILITY FOR LOST, STOLEN OR UNAUTHORIZED TRANSACTIONS INVOLVING VISA® DEBIT CARD**

Tell us AT ONCE if you believe your VISA® Debit Card and/or Personal Identification Number (PIN) has been lost or stolen or if your statement shows an electronic fund transfer has been made without your permission using information from your check. Telephoning is the best way of keeping your possible losses down. You could lose all the money in your account (plus your maximum overdraft line of credit if you have one with us). If you tell us within sixty, (60) days of our sending your statement, you can lose no more than \$50 if someone used your VISA® Debit Card without your permission. If you do not tell us within sixty (60) days after the statement was mailed to you, you may not get back any money you lost after the close of the sixty (60) days and before notice to us. If your delay in notifying us was due to extenuating circumstances beyond your reasonable control, including extended travel, your or a member of your family's death or serious illness, hospitalization, permanent mental impairment or serious physical impairment, unless the circumstance did not reasonably contribute to your delay in notifying us within the sixty (60) day period, we will extend the sixty (60) day period by a reasonable period.

**SPECIAL NOTICE TO VISA® DEBIT CARDHOLDERS**

If there is an unauthorized use of your VISA® Debit Card then your liability will be zero (\$0.00) so long as you have exercised reasonable care in safeguarding your card from risk of loss or theft and upon becoming aware, you have promptly reported the loss or theft to the Credit Union.

If you cannot meet these requirements, then your liability with respect to unauthorized transactions may be greater than the above zero (\$0.00) liability limit, to the extent allowed under applicable law. In any case, to minimize your potential liability you should notify us promptly of any unauthorized use, but no later than sixty, (60) days after your statement was mailed to you. This provision limiting your liability does not apply to VISA® Debit Cards issued to entities that are not natural persons.

#### **HOW TO NOTIFY THE CREDIT UNION IN THE EVENT OF AN UNAUTHORIZED TRANSACTION**

If you believe your VISA® Debit Card or PIN has been lost or stolen, or that someone has transferred or may transfer money from your account without your permission, call us at (818) 248-7425 or (800) 844-5363 or write to us at Glendale Area Schools Credit Union, P.O. Box 556, Montrose, CA 91021-0556. You should also call the number and/or write to the address listed above if you believe a transfer has been made using information from your check without your permission.

#### **BUSINESS DAYS**

Our business days are Monday through Friday, excluding holidays.

#### **OUR LIABILITY FOR FAILURE TO MAKE TRANSFERS**

If we do not complete a transaction to or from your savings or checking account on time or in the correct amount according to our agreement with you, we will be liable for your losses or damages. However, there are some exceptions. We will NOT be liable, for instance if:

- A. Through no fault of ours, you do not have enough money in your account to make the transaction,
- B. The transaction would go over the credit limit on your credit line,
- C. The terminal where you were making the transaction did not have enough cash,
- D. The ATM or network system was not working properly and you were aware of the malfunction when you started the transaction,
- E. Circumstances beyond our control (such as fire, flood, power failure, or computer down time) prevented the transaction, despite reasonable precautions that we have taken,
- F. The money in your account is subject to an uncollected funds hold, legal process or any other encumbrance or agreement restricting a transaction,
- G. Your VISA® Debit Cards has expired, is damaged so that the terminal cannot read the encoding strip, is inactive or because your PIN has been entered incorrectly,
- H. Your VISA® Debit Card or PIN has been reported lost or stolen and we have blocked the account, or
- I. The failure to complete the transaction is done to protect the integrity of the system or to protect the security of your account.

There may be other exceptions not specifically mentioned above.

#### **IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS**

Telephone us at (818) 248-7425 or (800) 844-5363 or write to us at Glendale Area Schools Credit Union, P.O. Box 556, Montrose, CA 91021-0556 as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. You should also call the number or write to the address listed above if you believe a transfer has been made using information from your check without your permission. We must hear from you no later than sixty, (60) days after we sent the FIRST statement on which the problem or error appeared.

Tell us your name and account number. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information. Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within ten (10) business days.

We will tell you the results of our investigation within ten (10)\* business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to forty-five (45)\*\* days to investigate your complaint or question. If we decide to do this, we will credit your account within ten (10)\* business days for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within ten, (10) business days, we may not credit your account.

If we decide that there was no error, we will send you a written explanation within three, (3) business days after we finish our investigation. You may ask for copies of the documents that we used in our investigation.

\* If you assert an error within thirty, (30) days after you make the first deposit to your account, we will have twenty (20) business days instead of ten, (10) business days.

\*\* If you give notice of an error within thirty, (30) days after you make the first deposit to your account, or notice of an error involving a transaction initiated outside the U.S. its possessions and territories, we will have ninety (90) days instead of forty-five, (45) days to investigate.

#### **CHARGES**

In order to obtain the electronic services listed, you must open and maintain a savings or checking account. All charges associated with our electronic fund transactions are disclosed in our Fee Schedule.

**DISCLOSURE OF ACCOUNT INFORMATION TO THIRD PARTIES**

We will disclose information to third parties about your account or the transfers you make:

When it is necessary to complete the transaction,

In order to verify the existence and condition of your account for a third party, such as a credit bureau or merchant,

In order to comply with government agency or court orders or other legal process, or

If you give us your prior written permission.

**ADDRESS CHANGE**

Keep the Credit Union informed of your current address in writing with your signature or through or through the www.gascu.org website.

**AMENDMENTS**

The Credit Union may change the terms and conditions of this Agreement from time to time by mailing written notice to your address as it appears on our records. If any change results in greater cost or liability to you or decreases access to your accounts, you will be given at least twenty-one, (21) days prior notice of the change. Prior notice may not be given where an immediate change in terms or conditions is necessary to maintain the integrity of the system and/or the security of VISA® Debit Cards or designated accounts.

**TERMINATION**

You may terminate this Agreement with us at any time. The Credit Union reserves the right to terminate this Agreement and/or your use of VISA® Debit Card or PIN with or without cause. We may do so immediately if:

- A. You or any authorized user of your VISA® Debit Card, PIN or account breaches this or any other agreement with the Credit Union,
- B. We have reason to believe that there has been, or might be, an unauthorized use of your VISA® Debit Card, PIN or account, or
- C. You or any authorized user of your VISA® Debit Card, PIN or account request that we do so.

**ATTORNEYS' FEES**

You agree to pay the Credit Union all of our costs and reasonable attorneys' fees, including all collection costs, litigation costs, skip-tracing fees, and outside services fees incurred while we are enforcing our rights under this Agreement.

**ADDITIONAL BENEFITS/CARD ENHANCEMENTS**

The Credit Union may from time to time offer additional services to your Account. Some may be at no additional cost to you and others may involve a specified fee. You understand that the Credit Union is not obligated to offer such services and may withdraw or change them at any time.

**WAIVER OF RIGHTS**

The Credit Union can delay enforcing any of the provisions under this Agreement or the law any number of times without losing its right to enforce them at a later date.

**OTHER AGREEMENTS**

Except as stated otherwise in the Agreement, this Agreement does not alter or amend any of the terms or conditions of any other agreement you may have with the Credit Union.

**SEVERABILITY**

If any part of this Agreement should be held to be unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.

**WHO IS BOUND BY THIS AGREEMENT**

Each person who signs the Application agrees to be bound by the terms and conditions of this Agreement. If more than one person signs the application, all signers are jointly and severally liable. The Credit Union can waive or delay enforcement of its rights as to one signer without affecting its ability to enforce its rights as to the other signers. The Agreement is also binding upon your heirs, personal representatives and successors.

**SIGNATURES**

By using your access to the system, or authorizing anyone else to use your access to the system, and/or by signing the application, you agree to be bound by the terms and conditions of this Agreement and Disclosure.

**CONSUMER REPORTS**

The Credit Union makes credit available to its members on a regular basis. The Applicant(s)/Account Holder(s) of the account authorizes the Credit Union to obtain consumer reports in connection with credit and business transactions involving the Applicant(s)/ Account Holder(s), including but not limited to applying for membership, the opening of a savings or checking account or the issuance of a VISA® Debit Card, or other service provided by the Credit Union, and the Applicant(s)/Account Holder(s) of the account authorize any person, association, or corporation to furnish on request of this Credit Union, information concerning the affairs of the Applicant(s)/Account Holder(s). The Applicant(s)/Account Holder(s) also authorizes the Credit Union to furnish information concerning the account to consumer reporting agencies.

## **ADDITIONAL DISCLOSURES APPLICABLE TO ACH SERVICES**

### **DOCUMENTATION OF DIRECT DEPOSIT**

If you have arranged to have direct deposits made to your account at least once every sixty, (60) days from the same person or company, you can call us at (818) 248-7425 or (800) 844-5363 to find out whether or not the deposit has been made. If the only possible transfers to or from your account are direct deposits or preauthorized deposits, you will get at least a quarterly statement from us. Online Home Banking will always reflect direct deposits, transfers, and payroll deductions.

### **DISCLOSURE OF RIGHT TO STOP PAYMENT**

If you have told any merchants to make regular payments out of your account, you can stop any of these payments by contacting the Credit Union at (818) 248-7425 or (800) 844-5363 or write to us at P.O. Box 556, Montrose, CA 91021-0556, in time for us to receive your request at least three (3) business days or more before the payment is scheduled to be made. We may also require you to fill out an ACH stop payment request and return it to the credit union. If we do not receive the ACH stop payment form within fourteen (14), the stop payment will be revoked

### **TRANSACTIONS AVAILABLE**

- You may use the ACH services to perform the following transactions:
- Make deposits to your savings or checking account;
- Make loan payments;
- Pay bills directly from your savings or checking account in the amounts and on the days you request;
- Authorize a merchant or other payee to make a one-time electronic payment from your checking account using information from your check to pay bills or pay for purchases; and Authorize a merchant or other payee to debit your checking account for returned check fees or returned debit entry fees. All payments and deposits are subject to later verification by us.

## **ADDITIONAL DISCLOSURES APPLICABLE TO ATM VISA® Debit Card AND POS SERVICES**

### **RULES FOR USE**

By using your VISA® Debit Card or with your personal identification number (PIN) at automated teller machines ("ATM's") or other electronic terminals operated by a participating institution, network, or company (collectively "terminals"), you authorize us to effect the transactions from or to your savings or checking account(s) in accordance with the instructions given at the terminals. All VISA® Debit Card transactions are subject to the terms and conditions of your account agreements with us governing the affected accounts.

### **ATM FEES**

When you use an ATM not owned by Glendale Area Schools Credit Union, the ATM operator may charge you a fee and you may be charged a fee for a balance inquiry even if you do not complete a fund transfer or withdrawal. A fee will not be imposed for use of a VISA® Debit Card issued by Glendale Area Schools Credit Union for use of an electronic terminal operated by Glendale Area Schools Credit Union. Refer to Glendale Area Schools Credit Union Schedule of Fees for fees associated with VISA® Debit Cards.

### **LIMITATIONS ON TRANSACTIONS**

You may make ATM cash withdrawals up to \$500 and POS transactions up to \$500 each 24-hour period as long as your available balance will cover the transaction. Various institutions that participate in networks of which the Credit Union is a member may have withdrawal limits different from the amount set forth herein. In the event that a specific ATM is so limited, you may not be able to withdraw more than the cash limit of that particular ATM.

### **ACCESS CARDS**

All VISA® Debit Cards are non transferable and belong to the Credit Union. The Credit Union may cancel, modify and restrict the use of any VISA® Debit Card upon proper notice or without notice if your account is overdrawn or where necessary to maintain or restore the security of accounts on the ATM system.

### **RESPONSIBILITY FOR TRANSACTIONS**

You are responsible for all transactions done with the VISA® Debit Cards that you authorize another person to make with the Card. You understand that if you disclose your VISA® Debit Card PIN to anyone, they will have access to all accounts identified by your account number. If the Account is a joint account, all transactions involving the account are binding on all Account holders.

### **ATM SAFETY**

An ATM provides a quick and convenient way to access your money. However, use caution and remember the following safety tips whenever you use an ATM:

- Be aware of the surroundings, particularly at night.
- Look for well-lighted ATM's when transacting at night.
- If you notice anything suspicious when approaching the ATM, return later or use another ATM.

- Have your transaction ready before you go to the ATM. When you can, fill out any deposit or withdrawal slips/envelopes before leaving your vehicle.
- Have your VISA® Debit Cards ready, to avoid going through your purse or searching through the contents of your wallet at the ATM site.
- If you notice anything suspicious while you are transacting business, immediately stop your transaction, put your VISA® Debit Cards away and leave.
- Consider having another person accompany you to the ATM.
- Immediately report all crimes to the ATM operator and local law enforcement officials.
- Stand close to the ATM and away from others in line to avoid detection of your PIN or other account information.
- Put your cash away as soon as the transaction is complete; count the cash later in the safety of your vehicle or home.
- Never give information to strangers at the ATM or to anyone over the phone. Be aware of fraud or people who pose as Credit Union employees who try to get information from you. You should only discuss this information in person at the Credit Union.
- Remember to keep your PIN a secret. Make sure not to write it on your VISA® Debit Cards or anywhere else in your wallet; thieves can easily figure out the reason for “hidden” or “secret” numbers.

#### **ADDITIONAL DISCLOSURES APPLICABLE TO PAL AUDIO RESPONSE**

##### **TRANSACTIONS AVAILABLE**

You may use your PAL Audio Response Service to perform the following transactions:

- Obtain account and loan balances;
- Obtain loan payment due date and pay off information;
- Obtain last dividend, date and amount;
- Obtain clearance of specific checks;
- Transfer funds between your savings and checking accounts;
- Transfer funds from your Line of Credit to your savings or checking account; and
- Make loan payments.

All payments and deposits are subject to later verification by us.

##### **TRANSACTION LIMITATIONS**

No more than six (6) preauthorized, automatic, online or telephonic transfers made to another account at the Credit Union or to a third party or no more than six (6) transfers or withdrawals made by check, draft, debit card or similar order payable to a third party may be made from each savings account or money market deposit account in any calendar month. If an Account Holder exceeds these transfer limits, the excess transfer requests will be denied and a fee stated on the Fee Schedule will be imposed on any items returned as a result of denied transfer requests. Transfers initiated by telephone must be counted among the six (6) monthly transfers, except that there are no limits on the number of withdrawals paid directly to an Account Holder when initiated by mail, telephone or messenger. There are no limits on the number of withdrawals if initiated in person.

#### **ADDITIONAL DISCLOSURES APPLICABLE TO VISA® DEBIT CARDS SERVICES**

##### **ISSUANCE OF CARD**

(“Card”) means the Glendale Area Schools Credit Union VISA® Debit Card and any duplicates, renewals or substitutions the Credit Union issues to you; (“Account”) means the account designated on the application for your VISA® Debit Card.

Debit Card Eligibility - You may obtain a Card so long as you are a member in good standing, has an active checking account with the Credit Union and do not have a record reported to a consumer reporting agency.

##### **RESPONSIBILITY FOR TRANSACTIONS**

You are responsible for all transactions you make with the Card or that you authorize another person to make with the Card. You understand that if you disclose your VISA® Debit Card PIN to anyone, they will have access to all accounts identified by your account number. If the Account is a joint account, all transactions involving the account are binding on all Account holders.

##### **LIMITATIONS ON DOLLAR AMOUNTS AND FREQUENCY OF TRANSACTIONS**

As a VISA® Debit Cardholder you may make signature, telephone and online transactions up to \$1,500 each 24-hour period as long as your available balance will cover the transaction. You may make ATM cash withdrawals up to \$500 and POS transactions up to \$500 each 24-hour period as long as your available balance will cover the transaction. Various institutions that participate in networks of which the Credit Union is a member may have withdrawal limits different from the amount set forth herein. In the event that a specific ATM is so limited, you may not be able to withdraw more than the cash limit of that particular ATM. Purchases made above the floor limit of the merchant will require an authorization number from VISA®.

##### **USE OF THE CARD**

You may use the Card and PIN to:

- Withdraw cash from your savings or checking account at ATMs, merchants, or financial institutions that accept VISA® Debit Cards;

- Transfer funds between your savings or checking account you have with the Credit Union; and
- Make deposits to your savings or checking account at the Credit Union. You may use the Card without the PIN to:
- Purchase goods or services at places that accept VISA® Debit Cards (these are point of sale or POS transactions);
- Order goods or services by mail or telephone from places that accept VISA® Debit Cards; and
- Make automatic payments from your checking account to pay bills or other charges, providing that the person or organization that you are paying agrees to accept payments this way.

Some of these services may not be available at all terminals.

Use of the card, the account number on the card, the PIN or any combination of the three for payments, purchases, or to obtain cash from merchants, financial institutions or others who honor VISA® Debit Cards is an order by you for the withdrawal of the amount of the transaction from your account. Each transaction with the card will be charged to your account.

All card transactions covered by this agreement are subject to the terms and conditions of your account agreements with us governing the affected accounts, except as modified by this agreement. Any future changes to your account agreements may affect the use of the card.

**ILLEGAL USE OF VISA® DEBIT CARD**

You agree that your VISA® Debit Card Account will not be used to make or facilitate any transaction(s) that is or might be construed to be illegal pursuant to applicable law, rule or ordinance, including but not limited to gambling. Said use, including any such authorized use, will constitute an event of default under this Agreement. You agree that the Credit Union has no liability, responsibility or culpability whatsoever for any such use by you or any authorized user(s). You agree that you are responsible for repayment of any and all debts incurred for these transactions. You further agree to indemnify and hold the Credit Union harmless from any suits, liability, damages or adverse action of any kind that results directly or indirectly from such illegal use.

**OVERDRAFTS**

You promise to pay the Credit Union immediately upon demand for any negative (overdraft) balance arising in your Account, unless you have available overdraft privileges. If you do not have overdraft privileges, the Credit Union may deduct the amount of any overdraft on your Account from any other account you have with the Credit Union, except an Individual Retirement Account.

**REFUSAL TO HONOR CARD**

The Credit Union is not liable for the refusal or inability of any electronic terminal to honor the card or to complete a withdrawal from your account, or for their retention of the card. The Credit Union is also not responsible for the refusal of any merchant or financial institution to honor the card or for their retention of the card.

**VISA® CARD CROSS-BORDER TRANSACTIONS**

Purchases and cash advances made in foreign currencies will be billed to you in U.S dollars. If a Cross-Border Transaction with a U.S. issued credit or debit card is submitted to VISA® in the currency of the country of the merchant, VISA® will convert the transaction to the cardholder billing currency using its currency conversion procedure. VISA® uses either a government-mandated exchange rate, or a wholesale exchange rate selected by VISA®. The government-mandated exchange rate or wholesale exchange rate VISA® uses for a particular transaction is the rate VISA® selects for the applicable currency on the day the transaction is processed, which may differ from that applicable to the date the transaction occurred or when it is posted to your account. Added to your Cross-Border Transaction are a VISA® Issuer Cross-border Assessment fee and Currency Conversion Assessment fee. Refer to the Schedule of Fees for current fees.

**ADDITIONAL DISCLOSURES APPLICABLE TO ONLINE BANKING SERVICES**

**SYSTEM REQUIREMENTS**

Online Banking allows convenient access to your account information 24 hours a day. To use Online Banking, you must have a computer, modem, Internet Service, browser, your Access ID and Pass Code.

**LIMITATIONS ON TRANSACTIONS**

The following are limitations to the use of the Online Banking service:

No more than six (6) preauthorized, automatic, online or telephonic transfers made to another account at the Credit Union or to a third party or no more than six (6) transfers or withdrawals made by check, draft, debit card or similar order payable to a third party may be made from each savings account or money market deposit account in any calendar month. If an Account Holder exceeds these transfer limits, the excess transfer requests will be denied and a fee stated on the Fee Schedule will be imposed on any items returned as a result of denied transfer requests. Transfers initiated by telephone must be counted among the six (6) monthly transfers, except that there are no limits on the number of withdrawals paid directly to an Account Holder when initiated by mail, telephone or messenger. There are no limits on the number of withdrawals if initiated in person.

**ADDITIONAL DISCLOSURES APPLICABLE TO BILL PAYER SERVICES SYSTEM REQUIREMENTS**

**SYSTEM REQUIREMENTS**

To use Bill Payer, you must have a computer, modem, Internet Service, browser, your Access ID and Pass Code.

## **CANCELLING BILL PAYMENTS**

You may edit or cancel at any time a scheduled one time or recurring payment prior to the payment withdrawal date. You cannot edit a payment that has already been processed.

## **RIGHT TO STOP PAYMENT FOR BILL PAY**

You can stop payment on bill payments issued in check form if the check has not been processed by the payer by contacting the Credit Union at (818) 248-7425 or (800) 844-5363 or write to us at Glendale Area Schools Credit Union, P.O. Box 556, Montrose, CA 91021-0556. The Stop Payment must be received in time for us to receive your request at least three (3) business days before the payment is scheduled. If you call, we may also require you to put your request in writing.

Electronic payments cannot be stopped if the payment has already been processed. You may need to contact the payer to retrieve payments after the scheduled processing date.

## **TRANSACTIONS AVAILABLE**

You may use the Bill Payer service to perform the following transactions:

- Add/Edit Payee: Payee refers to the entity to which you pay bills. The payee can be a company, organization, or individual.
- The Add/Edit Payee feature allows you to add, delete, or edit information on your personal list of payees.
- Make non-recurring payments from checking: This feature allows you to schedule one-time payments to billers. You can specify the amount of the payment and the processing date.
- Make recurring payments from checking: This feature allows you to schedule recurring payments to payees.
- View Bill History: Bill History permits you to see payments made over a specified time period.

## **LIMITATIONS ON TRANSACTIONS**

The following are limitations to the use of the Bill Payer service:

- The maximum payment amount is \$100,000;
- Bill payments can only be made from your checking;
- Payments cannot be made for tax payments or court-ordered payments;
- Payments cannot be made to payees outside of the United States;
- If you close the designated bill payment checking account, all scheduled payments may still be paid and you will be responsible for any outstanding amounts due for items paid as instructed;
- You cannot stop a payment if the payment has already been processed or is in process status;
- You can schedule payments 24 hours a day, seven days a week, however, only payment dates within the payment calendar can be selected; and
- The bill being paid must be in the member's name.

## **METHODS AND RESTRICTIONS**

Payments are made to your payee either electronically via the Automated Clearing House (ACH) or by check or laser draft. The method of payment depends upon the processing method that can be accommodated by the payee or by our bill payment service provider.

It is important that you take into consideration what method of bill payment will be used when scheduling bill payments to ensure payment deadlines are met. If the payee accepts electronic bill payment, the payment may take up to four business days to process. If the payee does not accept electronic bill payment, the payment will be sent in a check form, and may take up to ten business days to process.

## **MEMBER RESPONSIBILITIES**

You are responsible for:

- Any late payment, late fees, interest payments, and service fees charged by merchant(s);
- Any overdraft, NSF or stop payment fees charged by the Credit Union as a result of these transactions;
- Data input of payee information (payment amount(s), name, address and any other pertinent information);
- Written notification to the Credit Union in the event you wish to cancel this service, allowing sufficient time for bill payments to be processed so that the funds can be delivered to the merchant on or before the due date.

## **WIRE FUNDS TRANSFERS**

### **APPLICABLE LAW**

This agreement and notice applies to funds transfers as defined in the Article 4A of the Uniform Commercial Code and Subpart B of Regulation J of the Board of Governors of the Federal Reserve System.

### **FUNDS TRANSFER CUT-OFF TIME**

The Credit Union may establish or change cut-off times for the receipt and processing of funds transfer requests, amendments, or cancellations. Unless other times are posted for the various types of funds transfers, the cut-off time will be at 12:00 p.m. on each weekday that the Credit Union is open excluding holidays. Payment orders, cancellations, or amendments received after the applicable cut-off time may be treated as having been received on the next funds transfer business day and processed accordingly.

### **SERVICE CHARGES/FEES**

The Credit Union may charge your account for the amount of any funds transfer initiated by you or by any person authorized by you as a joint tenant or other authorized party with the right of access to the account from which the funds transfer is to be made. Please refer to our Schedule of Fees for current fees.

### **SECURITY PROCEDURES**

The Credit Union may establish, from time to time, security procedures to verify the authenticity of a payment order. You will be notified of the security procedure, if any, to be used to verify payment orders issued by you or for which your account will be liable. You agree that the authenticity of payment orders may be verified using that security procedure unless you notify the Credit Union in writing that you do not agree to that security procedure. In that event, the Credit Union shall have no obligation to accept any payment order from you or other authorized parties on the account until you and the Credit Union agree, in writing, on an alternate security procedure.

### **USE OF FEDWIRES**

Fedwire ("Fedwire") is the funds-transfer system owned and operated by the Federal Reserve Banks that is used primarily for the transmission and settlement of payment orders. Fedwire does not include the system for automated clearinghouse transfers. If you send or receive a wire transfer, Fedwire may be used. Regulation J will govern Fedwire transactions, except to the extent of a conflict between Regulation E and Regulation J with respect to remittance transfers, in which case, Regulation E shall govern.

### **IDENTIFICATION OF BENEFICIARY**

If you give the Credit Union a payment order which identifies the beneficiary (recipient of the funds) by both name and identifying or account number, payment may be made by the beneficiary's bank on the basis of the identifying or bank account number, even if the number identifies a person different than the named beneficiary. This means that you will be responsible to the Credit Union if the funds transfer is completed on the basis of the identification number you provided the Credit Union.

### **IDENTIFICATION OF BENEFICIARY AND INTERMEDIARY BANK BY NUMBER**

If you give the Credit Union a payment order which identifies an intermediary or beneficiary's bank by both name and an identifying number, a receiving bank may rely on the number as the proper identification even if it identifies a different bank than the named bank. This means that you will be responsible for any loss or expenses incurred by a receiving bank which executes or attempts to execute the payment order in reliance on the identifying number you provided.

### **PROVISIONAL ACH PAYMENTS**

The Credit Union may at its discretion give you credit for automated clearinghouse (ACH) payments before it receives final settlement of the funds transfer. Any such credit is provisional until the Credit Union receives final settlement of the payment. You are hereby notified and agree, if the Credit Union does not receive such final settlement, that it is entitled to a refund from you of the amount credited to you in connection with that ACH entry. This means that the Credit Union may provide you with access to ACH funds before the Credit Union actually receives the money. However, if the Credit Union does not receive the money, then the Credit Union may reverse the entry on your account and you would be liable to repay the Credit Union.

### **NOTICE OF RECEIPT OF ACH FUNDS**

ACH transactions are governed by operating rules of the National Automated Clearing House Association. In accordance with these rules, the Credit Union will not provide you with next day notice of receipt of ACH credit transfers to your account. You will continue to receive notices of receipt of ACH items in the periodic account statements, which we provide.

### **RECEIPT OF INCOMING (NON-ACH) FUNDS TRANSFERS**

If the Credit Union receives a funds transfer for you or for other persons authorized to have access to your account, you agree that the Credit Union is not obligated to provide you with next day notice of the receipt of the funds transfer. The Credit Union will provide you with notification of the receipt of all funds transfers by including such items in the periodic account statements, which we provide. You may, of course, inquire between receipt of periodic statements whether or not a specific funds transfer has been received.

### **PAYMENT OF DIVIDENDS**

If the Credit Union becomes obligated under Article 4A to pay dividends to you, you agree that the rate of dividends to be paid shall be equal to the dividend rate, on a daily basis, applicable to the account at the Credit Union to which the funds transfer should have been made or from which the funds transfer was made.



By members' choice, this institution is not federally insured, or insured by any state government.