

# **What You Should Know About Your Credit Union Account**

- **Share Draft Agreement**
- **Terms & Conditions**
- **Electronic Funds Transfers**
- **Funds Availability**
- **Truth In Savings**

## **Why We Ask For Identification**

Due to the illicit activities of terrorist and criminal groups in recent years, the *United States Patriot Act* is now requiring all credit unions to take extra security precautions to protect its members, and in doing so, the citizens on the United States.

Federal law now requires all financial institutions to verify and record information to identify each person who opens an account. These new procedures are designed to prevent crimes, such as identity theft and account fraud. These are crimes specifically that terrorists use to finance their operations against the United States and its citizens.

When you open or change an account, you will be asked for your name, address, date of birth, and other necessary information that will allow us to properly identify you. We will also ask to see your driver's license or other identifying government issued documents.

The definition of an account covers a broad range of regular financial transactions such as deposit, share draft, transaction, asset, or credit accounts or other extension of credit. Requiring identity verification may seem inconvenient, but it can be a strong deterrent for terrorists and other criminals.

You can be certain that we will only request the information required by law, and that we will use the information only for purposes of complying with the law.

As a valued member, your privacy is very important to us, and we will respect and protect it as always, consistent with the law's requirements.

**THANK YOU FOR YOUR  
UNDERSTANDING AND COOPERATION  
IN THIS IMPORTANT MATTER**

## Share Draft Account Agreement with Over Draft Payment Provisions

The following is a description of Share Draft accounts in the Trenton Federal Credit Union. The accounts are also subject to the terms and conditions in the Share Draft agreement and any other terms and conditions the Trenton Federal Credit Union establishes.

The Share Draft Checking account is considered to be a transaction account and may not receive any Dividends.

**Note:** the Federal Credit Union bylaws give the Credit Union the authority to impose a notice of up to 90 days for withdrawal of shares. The Credit Union also reserves the right to change this account to another type without the member's approval if, in the Credit Union's judgement, the change is not adverse to the member. The Credit Union will notify the member within 15 days before the change is effected. If the Credit Union determines that a change to another type of account would be adverse to the member, the change will not be made without the member's approval.

I/we hereby authorize **TRENTON FEDERAL CREDIT UNION** to establish the Share Draft account to me/us. The Credit Union is authorized to pay share drafts signed by me (or any of us) and to charge all such payments against the shares in this Account. It is further agreed that:

- a) Only share draft blanks (and other methods) approved by the Credit Union may be used to make withdrawals from this account.
- b) All non-cash payments received in this Account will be credited subject to final payment of such terms.
- c) The Credit Union is under no obligation to pay a share draft that exceeds the fully paid and collected share balance in this account. However, the Credit Union may, at its discretion, pay such a draft. If the Credit Union does pay such a draft, it is agreed that the Credit Union shall be immediately reimbursed, by the owners or joint owners, to the extent that such a draft exceeds the share balance in this Account. Such reimbursement shall be in cash, unless another manner of reimbursement has been authorized.
- d) The Credit Union may pay a share draft on whatever day it is presented for payment, notwithstanding the date (or any other limitation on the time of payee) appearing on the share draft, unless the Credit Union has prior to presentment and with reasonable time for the Credit Union to act, received a separate notice of stop payment order concerning the draft.
- e) When paid, share drafts become the property of the Credit Union and will not be returned either with the periodic statement of this Account or otherwise. Copies of such share drafts will be provided, if requested and the Credit Union may charge a fee for providing such copies.
- f) Except for negligence, the Credit Union is not liable for any action it takes regarding the payment or nonpayment of a share draft.
- g) Any objection with respect to any item shown on a periodic statement of this account is waived unless made in writing to the Credit Union before the end of 60 days after the statement is mailed.

h) This Account is subject to the Credit Union's right to require advance notice of withdrawal, as provided in the Credit Union's bylaws.

i) The Account is also subject to such other terms, conditions, or service charges as the Credit Union may establish upon giving 15 days written notice.

Notice may be given by U.S. mail, First Class postage prepaid, to the last know address, as reflected in the Credit Union's records.

If this agreement is signed by more than one person, the persons signing shall be the joint owners of the Account which, in that event shall be subject to the additional terms and conditions as stated in **The Joint Share Account Agreement.**

## **Terms and Conditions**

### **(Joint Share Account-Additional Agreement)**

The Credit Union is hereby authorized to recognize any of the signatures subscribed on this agreement hereof in the payment of funds or the transaction of any business for this Account. The joint owners of this Account hereby agree with each other and with the Credit Union that all sums now paid into this Account, or heretofore paid into this Account, by any or all said joint owners with all accumulations thereon are and shall be owned by them jointly, with right of survivorship, and be subject to the withdrawal or receipt of any of them, and payment to any of them or the survivor(s) shall be valid and discharge the Credit Union under this Agreement shall not be changed or terminated by said owners, or any of them, except by written notice to the Credit Union, which shall not affect transactions previously made.

The Credit Union offers a line of credit program for overdraft share protection as follows:

- Requires Credit Union approval up to \$1,000.
- An advance is in \$100 increments.
- An advance carries a \$4 fee per advance.
- The Annual Percentage Rate (APR) is 12.5%.

**NOTE: The Contract and Truth-in Lending Disclosure is available when applying for overdraft protection Line of Credit.**

I/We hereby authorize the Credit Union to reimburse itself for any drafts which it pays, to the extent by which such draft exceeds the share draft Checking balance in the Account, by; 1) Transferring sufficient shares from other accounts. Such transfers shall not reduce the balance in any Share account below the par value of one share or below any previously pledged shares. Such transfers shall be subject to a service charge, as determined by the Credit Union from time to time. 2) Share Draft Checking Overdraft Protection Line of Credit.

### **Share Draft Statement Reconciliation**

Some members may find it necessary to receive Credit Union assistance in reconciling their personal Share Draft account. The Credit Union will be pleased to perform this service as a teaching function.

There will be no charge to a member for this service if a request is within 30 days of the Share Draft statement and the prior statement was in balance.

After 30 days of the Share Draft Checking statement, the Credit Union may charge the member per hour as disclosed in the Fee Schedule.

## **Credit Time Frames**

All Corporate checks, and personal checks that are covered by shares in your other Share accounts will be accepted for immediate credit to your Share Draft Checking account. Third party checks will not be accepted for any transaction.

## **Deposits Requiring Holds**

Personal checks that are NOT covered by shares in your Share account will have a hold placed against the funds until the item is cleared. The item will be deposited into the regular share account with a hold.

These funds are not available for use for five (5) business days on a local check. On a non-local check funds are not available for use for ten (10) business days. Foreign items (Money Orders, Checks, Cashier's Checks) from Canada and other countries are subject to a thirty (30) business day hold and deposit to savings. **Note: THE DAYS THAT ITEMS ARE HELD ARE NOT A GUARANTEE THAT AN ITEM IS CLEARED. SHOULD AN ITEM BE RETURNED AS A REJECTED ITEM, DURING ANY TIME FRAME FOR ANY REASON, THE MEMBER IS RESPONSIBLE TO COVER THE FUNDS IMMEDIATELY, UPON NOTICE FROM THE CREDIT UNION.**

**BUSINESS ACCOUNTS WILL ALSO HAVE THE SAME HOLD REQUIREMENTS.**

## **RE-DEPOSITS**

Checks returned back to the Credit Union as non-sufficient funds or returned for any reason will not be re-deposited and applicable fees will be assessed. It is at the discretion of management to redeposit a check under special circumstances. When a returned item occurs, the Credit Union staff will reverse a deposit, back out a loan payment, or if necessary withdraw other funds to cover a returned item, to include the applicable fees. If funds are unavailable for withdrawal, the member will be contacted and asked to bring the funds into the Credit Union immediately.

## **Cashing Member Drafts at Credit Union Office or Service Center**

All drafts presented at the Credit Union or Service Center will be immediately honored, provided there are adequate funds in the share draft checking account to meet the demand. Drafts cashed will be immediately deducted from the member's Share Draft Checking account and will not be further processed through the draft network. All drafts presented for payment at the Credit Union office should be made out directly to the individual who is cashing the draft.

Drafts made payable to a business must have the same business account with the Credit Union before the draft is accepted. **THE DRAFT MAY NOT BE CASHED.** The draft must be deposited into the business account and a withdrawal made payable to those individuals signed on the account. 1. IF A MEMBER WRITES THEIR DRAFT TO A BUSINESS AND THE BUSINESS DOES NOT HAVE A BUSINESS ACCOUNT WITH TFCU, THE HOLDER OF THE CHECK WILL NEED TO GO TO THE FINANCIAL INSTITUTION HOLDING THE BUSINESS ACCOUNT TO PROCESS THE DRAFT.

## **Electronic Fund Transfers**

### **Your Rights and Responsibilities**

Listed are the types of Electronic Funds Transfers that TFCU is capable of offering. Some of the services may not apply to your account. Please read this disclosure and keep the notice for future reference. Explained are your rights and responsibilities for the transactions listed. Make **Note:** Any manually honored items will be subject to a \$2.00 charge.

### **Preauthorized Credits (Direct Deposits)**

You may make arrangements for direct deposits to be deposited into your Savings or Share Draft account(s).

### **Preauthorized Debits (Direct Payments)**

You may make arrangements to pay some recurring bills from your Savings or Share Draft account(s).

**Right to stop preauthorized payments and procedures to do so:** If you have told us in advance to make regular payments out of your account, you may stop any of these payments and this is how:

1. At least three (3) business days before the payment is scheduled to come out of your account, fax or write us at the numbers or addresses listed in this brochure, requesting that we do not withdraw from your account for the payment.
2. Notice of varying amounts - If the preauthorized payments vary in amount, the company or person you are going to pay will tell you, 10 days before each payment. They will tell you when the payment will be made and how much the payment will be. You have the option to receive this notice only when the payment will differ by more than a certain amount from the last payment or when the amount would be outside of limits set by you.
3. Liability for Failure to Stop Payment of Preauthorized Transfer - If you order us to stop one of the payments three (3) business days or more before the transfer is scheduled and we do not do so, we will be liable for your losses or damages.

### **FEES:**

Preauthorized credits (deposits) or preauthorized debits (payments) will not carry a fee, provided the transaction clears your account automatically. Preauthorized debits that must be returned due to non-sufficient funds will carry a \$35.00 NSF fee.

Stop payment on a preauthorized payment will carry a \$35.00 stop payment fee.

### **Telephone Transfers**

MILES (Member information Line Everyday Service), our Audio Response System, gives you access to your account 24 hours a day, 7 days a week. Using a touch tone telephone, dial (734) 675-3100 then press 2 and when prompted, enter your account number and your PIN (personal identification number) for the following services:

- Transfer funds from Savings accounts to Share Draft accounts.
- Transfer funds from Share Draft accounts to Savings accounts.
- Transfer funds from Share Draft Checking accounts to Share Draft Checking.

- Transfer funds from Savings accounts to Savings accounts.
- Transfer payments from Savings accounts to Loan accounts with us.
- Transfer payments from Share Draft accounts to Loan accounts with us.
- Transfer Visa payments from Savings or Share Draft Checking.
- Get balances on Savings and Share Draft Checking accounts.
- Get history of transactions on Savings and Share Draft Checking.

**FEES:** There are no fees for MILES (Audio Response) telephone transactions.

### **Transfer Limitations**

During any statement period (one month), Federal regulation (Reg D) states that you may not make any more than (6) withdrawals or transfers from a SAVINGS ACCOUNT if by a preauthorized, automatic overdraft protection or a telephone transfer. Any electronic transaction in excess of the allowed (6) per month could mean that share draft checks and preauthorized payments will be returned unpaid and applicable NSF fees (non-sufficient funds) will apply. In person transfers are free and unlimited. Funds should be in the checking account to cover all share drafts and preauthorized payments.

**SHARE DRAFT CHECKING ACCOUNTS** are allowed unlimited transactions each month and all preauthorized payments should be directed to come out of your Share Draft Checking account.

### **ATM Card/MasterMoney Debit Card**

#### **Types of Transfers -Dollar Limitation and Charges**

You may access your account at any ATM by using your ATM card or your MasterMoney Debit Card with your PIN (Personal Identification Number) for the following services:

- **Deposit to your Share Draft Checking and Savings at any CO-OP Network ATM**
- Withdrawal from your Share Draft Checking and Savings
  - a. Maximum withdrawal up to \$400 per day.
  - b. Maximum of three (3) withdrawals per day.
- Transfer from Savings to Share Draft Checking.
- Transfer from Share Draft Checking to Savings.
- Get Share Draft Checking and Savings balances.
- **Note: Checks must be endorsed when depositing to an ATM.**

**ATM CARD ONLY** (Not available on MasterMoney Debit Card transaction)

- Make TFCU loan payments.
- Transfer from Share Draft Checking or Savings to TFCU loan payments (not to include Visa)

#### **ATM Card Point of Sale (POS) Transactions**

You must access your Share Draft Checking accounts to purchase goods (in person) and pay for any service (in person) with participating merchants.

#### **MasterMoney Debit Card Transactions**

You must access your Share Draft Checking to purchase goods (in person or by telephone), get cash from a merchant, if the merchant permits, or from a participating financial institution, or do anything that you can do with a credit card (from a participating merchant with your card).

#### **Debit or Credit Choice**

In an effort to control fees to our members, Debit card transactions can be posted in two (2) different ways and the most economical way for the credit union to handle your Debit card transactions is the CREDIT CHOICE. Please remember both methods will be **withdrawn from your Share Draft Checking account.**

**The DEBIT CHOICE will be withdrawn and will reflect on your account the same day as the transaction.**

Transactions using your PIN (Personal Identification Number) may not exceed \$400 per day or three (3) transactions per day.

**The CREDIT CHOICE will be withdrawn from your account 2-5 days after the transaction.**

Transactions that require your signature may not exceed your credit union approved limit up to \$1,000 per day and may not exceed 10 transactions per day.

**FEES:**

**No TFCU** fee for withdrawals/deposits at any CO-OP Network ATM.

**No TFCU** fee for deposits at any ATM, however, terminal owners may sur-charge.

ATM Account Inquiries: \$1.00

TFCU Fee for non CO-OP ATM withdrawal: \$2.00

**Documentation**

**Terminal Transfers** - You may get a receipt at the time you make any transfer to or from your accounts at an ATM or POS terminal.

**Preauthorized Credits** - If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you may call us at (734) 675-3100 to find out if the deposit has been made. You may also verify the deposit through MILES, Audio Response System or online using our Virtual Branch.

**a)** Periodic Statements - You will get a monthly statement from us for your Share Draft Checking accounts. You will get a monthly statement from us for your Savings accounts, unless there are no transactions in a particular month. In any case, you will get a statement at least quarterly.

**Financial Institution Liability**

If we do not complete a transfer to or from your 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 as follows:

- a)** If, through no fault of ours, you do not have enough money in your account to make the transfer.
- b)** If the ATM where you are making the transfer does not have enough cash.
- c)** If the ATM or system was not working properly and you knew about the breakdown when you started the transfer.
- d)** If circumstances beyond our control (such as fire or flood) prevent the transfer, despite reasonable precautions that we have taken.

There may be other exceptions as stated in our agreement with you.

**Confidentiality**

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

- a)** Where it is necessary for completing transfers, or
- b)** In order to verify the existence and condition of your account for a third party, such as a credit bureau or merchant, or
- c)** In order to comply with government agency or court order, or
- d)** If you give us permission.

**Regulatory Authority**

If you believe that any provision of the Michigan Electronic Funds Transfer Act has been violated you should notify the Financial Institution Bureau, Credit Union Division at 333 South Capital Avenue, Suite A, Lansing, Michigan 48909 or National Credit Union Administration, Division of Supervision, at 4225 Naperville Road, Suite 125, Lisle, Illinois 60532.

**Consumer Liability - Unauthorized Transfers**

**a)** If you believe your card and/or PIN (personal identification number) has been lost or stolen, tell us immediately. Calling us on the telephone is a fast way of keeping your losses down. It is possible that you could lose all of

your money if you failed to call us. If you tell us within two (2) business days, after you learn of the loss or theft, you can lose no more than \$50.00 if someone used your card and/or PIN without your permission.

**b)** If you do not tell us within two (2) business days after you learn of the loss or theft of your card and/or PIN and we can prove we could have prevented anyone from using your card and/or PIN without your permission, you could lose as much as \$500.00.

**c)** Tell us at once, if your statement shows transfers that you did not make. If you do not tell us within sixty (60) days after the statement was mailed to you, you may not get your money back that you lost. After the 60 days, if we can prove that we could have prevented someone from taking the money, if you had told us in time, you may not get your money back.

**d)** We may extend the time periods if you have a good reason that kept you from informing us of the loss or theft. This could include a hospital stay or a long trip.

### **Consumer Liability Limits for MasterMoney Debit Card when used for a Point of Sale (POS) transaction.**

You will not be liable for any unauthorized transactions using your MasterMoney Debit card when used for a POS transaction if:

- You report the loss or theft of your card within 24 hours of when you discover the loss or theft of your card.
- You can demonstrate that you have exercised reasonable care in safeguarding your card from the risk of loss or theft.
- You have not reported to us two or more incidents of unauthorized use within the prior twelve-month period and your account is in good standing.

If any of these conditions are not met, your liability is the amount of money, property, labor, or services obtained by the unauthorized use before notification to us.

**“Unauthorized Use”** means the use of your MasterMoney Debit card by a person, other than you, who does not have actual, implied, or apparent authority for such use, and from which you receive no benefit.

### **Contact in the Event of Unauthorized Transfer**

If you believe your card and/or PIN has been lost or stolen or that someone has transferred or may transfer money from your account without your permission, call fax, or write us at the telephone numbers and address listed in this brochure. If the credit union is closed, call 1-800-991-4965.

### **Error Resolution Notice**

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS**, call us or write us at the telephone number or address listed in the brochure, 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 your statement or receipt, call or write us. We must hear from you no later than sixty (60) days after we sent the FIRST statement on which the problem or error appeared.

**a)** Tell us your name and account number.

**b)** 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.

**c)** 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 determine whether an error occurred within ten (10) business days (20 business days if the transfer involved a new account) 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 (90 days if the transfer involved a new account, a point of sale transaction, or a foreign-initiated transfer) to investigate your complaint or question. If we decide to do this, we will credit your account within ten (10) business days (20 business days if the transfer involved a new account) for the amount you think is in error. This will give you 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. Your account is considered a new account for the first thirty (30) days after the first deposit is made, unless you already have an established account with us before this account is opened.

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

## **Funds Availability**

### **Definition of Business Day**

Every day is a business day, except Saturdays, Sundays and Federal holidays. If you make a deposit before closing on a business day that we are open, we will consider that day to be the day of your deposit. However if you make the deposit after closing or on a day we are not open, we will consider that the deposit was made on the next business day we are open.

### **Your Ability to Withdraw Funds**

Our policy statement applies to your Share Draft Checking account. Our policy is to make funds from your cash and check deposits available to you on the same business day after we receive your deposit. Electronic direct deposits and cash deposits are available the day of the deposit. Once the funds are available, you can withdraw the funds in cash and we will use the funds to pay checks that you have written.

Please remember that even after we have made funds available to you, and you have withdrawn the funds, you are still responsible for checks you deposit that are returned to us unpaid and for any other problems involving your deposit.

If we accept for deposit a check that is drawn on another financial institution, we may make funds from the deposit available for deposit immediately but delay your availability to withdraw a corresponding amount of funds that you have on deposit in another account with us. The funds in the other account would then not be available for withdrawal until the time periods that are described elsewhere in this brochure for the type of check that you deposited.

### **Longer Delays May Apply/ Case-By-Case Delays**

In some cases we will not make all of the funds that you deposit by check available to you on the same business day of your deposit. Depending on the type of check that you deposit, funds may not be available until the fifth business day after the day of your deposit. The first \$100.00 of your deposit, however, may be available on the same day.

#### **An exception to the availability schedule is as follows:**

- a)** Reasonable check hold time extension is five (5) additional business days for local checks.
- b)** Reasonable check hold time extension is six (6) additional business days for non-local checks.

If we are not going to make all of the funds from your deposit available on the same business day, we will notify you at the time you make your deposit. We will also tell you when the funds will be available. If your deposit is not made directly to one of our employees, or if we decide to take this action after you have left the premises, we will mail you the notice by the day after we receive your deposit.

If you will need the funds from a deposit right away, you should ask us when the funds will be available. In addition, funds you deposit by check may be delayed for a longer period under the following circumstances:

- New accounts that have been opened less than 180 days.
- We believe a check you deposit will not be paid.
- You deposit checks totaling more than \$5,000 on any given day.
- You redeposit a check that has been returned unpaid.
- You have overdrawn your account in the last six months.
- Emergency conditions, such as failure of computer or communications equipment, etc.

### **Special Rules for New Accounts**

If you are a new member, the following special rules will apply during the first 180 days your account is open.

- a)** Funds from electronic direct deposits to your account will be available on the day we receive the deposit.
- b)** Funds from deposits of cash, wire transfers, and the first \$5,000.00 of a day's total deposits of traveler's checks and federal, state and local government checks will be available on the first business day after the day of your deposit, if the deposit meets certain conditions. For example, the checks must be payable to you (and you may have to use a special deposit slip). The excess over \$5,000.00 will be available on the ninth business day after the day of your deposit.
- c)** If your deposit of these checks (other than a U.S. Treasury check) is not made in person to one of our employees, the first \$5,000.00 will not be available until the second business day after the day of your deposit.
- d)** Funds from all other check deposits will be available on the seventh business day after the day of your deposit, unless the case-by-case longer delay applies.
- e)** There will be times the credit union may place an extended hold on any original check deposit until the check has time to clear.

### **Deposits at ATMs (Automated Teller Machines)**

Funds from any deposit (cash or checks) made at ATMs we do not own or operate may not be available until the next business day after the day of your deposit or when the funds are removed from an off-premise ATM.

### **Truth in Savings**

**Regular Savings (SUB 1):** Regular Savings accounts receive quarterly dividends based on earnings. The current dividend is disclosed on the rate sheet. Maintain \$25 in this account to avoid the fees listed in the Fee Disclosure.\* (\*Obtain current Fee Disclosure) To avoid check cashing fees and withdrawal fees, maintain \$7 in the Regular Savings account and an active Share Draft Checking account.

**Share Draft Checking:** Share Draft Checking is considered a transaction account and may not receive a dividend.

**Money Market Savings Accounts:** Money Market Savings accounts receive monthly dividends. The current dividend is disclosed on the rate sheet. The Money Market Savings account has the following restrictions:

- A minimum balance requirement of \$2,500.
- If the account balance falls below the \$2,500 requirement, the Money Market Savings account balance will be transferred to the Regular Share account (SUB 1).
- Withdrawals under the \$500 minimum have a \$5 fee.

**Traditional, Roth and Coverdell IRAs:** IRA accounts receive dividends quarterly. The current Annual Percentage Rate and Annual Percentage Yield are disclosed on the rate sheet. IRA accounts have the following restrictions:

- When a IRA is closed during the quarter, the IRA account will not earn dividends for the quarter.
- Call for current rates. The rate may be adjusted during the first week of January, April, July and October.
- There is no minimum balance requirement on IRA accounts.

**Certificates:** Certificate accounts receive dividends at maturity. The current terms, as well as Annual Percentage Rate and Annual Percentage Yield is disclosed on our rate sheet.

**Certificates have the following restrictions:**

- There is a \$1,000 minimum balance requirement.
- A seven-day grace period is available on renewals.
- Certificates may not be pledged, transferred or assigned to any party other than the credit union.
- Thirty (30) days prior to the maturity of a certificate, a notice will be mailed. You may call 734-675-3100 for current annual percentage rates and annual percentage yields.
- Unless you notify the credit union that you do not wish to renew, or if the credit union is not offering certificates with the same maturity, the certificate will be renewed with the same term as the expiring certificate at the rate offered that day.

**Early Withdrawal Penalty for Certificates:** If a certificate is presented for payment prior to the maturity date, the penalty is as follows:

- Forfeiture of all dividends earned since issuance or the last maturity date hereof, or
- All dividends earned the last 91 days for a three (3) month certificate
- All dividends earned the last 182 days for a six (6) month certificate
- All dividends earned during the last 365 days or 366 days for the twelve (12) month certificate, 24 month certificate 782 days

**Other Account Withdrawal Penalties:**

- When a **Regular Savings** account, paying quarterly dividends, is closed during the quarter, the account will not earn dividends for that dividend period.
- When a **Money Market** account, paying monthly dividends, is closed during the month, the account will not earn dividends for that dividend period.
- When an **IRA** account, paying quarterly dividends, is closed during the quarter, the account will not earn dividends for that dividend period.

**Calculation and Payment of Dividends:** The credit union will use the average daily balance method for calculating dividends. The **“AVERAGE DAILY BALANCE METHOD”** means dividends are calculated by the average daily balance method which applies a periodic rate to the average daily balance in the account for that period. The average daily balance is calculated by adding the balance in the account for each day of the period and dividing that figure by the number of days in the period.

- The dividend rate and annual percentage yield may change every dividend period. We may change the dividend rate for your account as determined by the Credit Union Board of Directors. You may call 734-675-3100 for the current rates and the Annual Percentage Yields.
- Only formally declared dividends are paid from current income and all available earnings, after required transfers to reserves at the end of a dividend period.
- When the account is closed during the dividend period, the account will not earn dividends for that dividend period.
- Dividends for non-cash items, such as checks will begin to accrue on the business day you place these items into the account.

**Withdrawals from the Draft Account**

A member may withdraw funds from a Share Draft Checking account without the aid of a draft. This transaction will be processed as a cash share withdrawal. In order to keep the member records accurate, it will be necessary that the receipt for the withdrawal be treated the same as a carbon copy of a draft written. If a member prefers to write a draft in order to withdraw funds from the Share Draft Checking account, the draft will be made payable to the member and endorsed on the back of the draft.

### **Holder In Due Course**

A holder in due course will be honored within the same regulations. The Credit Union will honor all requests for withdrawal from the Share Draft accounts by sight draft, provided there are adequate funds in the account to meet the demand. The members are responsible for all NSF or stop payment fees on these transactions.

### **Account Transfers/Manually Honored Drafts**

If a transfer is required to honor a share draft, a fee of \$2.00 per draft will be assessed. To eliminate this fee, a member should make prior arrangements to transfer funds into the Share Draft Checking account.

Transfers may be made by calling “MILES” (Member Information Line Everyday Service) at no cost. A member may come into the Credit Union Office and transfer funds at no cost. Funds may also be transferred through any Co-op ATM at no cost. If a telephone request to transfer funds is made to the Credit Union staff, a \$2.00 fee will be assessed. Please note: Credit Union staff for security reasons will not give balances over the telephone.

### **Certified Drafts**

In order to certify a draft, the member must come into the Credit Union office. The member must fill out the share draft completely and adequate funds must be in the Share Draft Checking account. The share draft will be stamped as certified, and the funds set aside for presentment. These funds are not available for other share draft clearings. Check Fee Schedule for current fee. A stop payment may not be placed on a certified draft, unless the original stamped share draft is presented to the credit union staff for voiding.

### **Draft Honoring Policy**

Drafts will be honored if funds are available in the Share Draft Checking account, and/or if funds are available in other Share accounts, provided pre-authorization had been given to the Credit Union on the “Share Draft Account Agreement.”

### **Minimum Balance Requirement for Share Draft Accounts**

No minimum balance requirements apply to this account.

### **Transaction Limitations for Share Draft Accounts**

No transaction limitations apply to this account

### **National Credit Union Share Insurance Fund**

Member accounts in this Credit Union are federally insured by the National Credit Union Share Insurance Fund.

### **Stop Payment Notification**

Any member requesting the payment stopped on a draft should notify the Credit Union immediately.

The member must come into the Credit Union and sign the request for stop payment or fax the request for stop payment with owners' signatures. The stop payment signed request will be effective for six months. Applicable fees will be assessed. It will be the member's responsibility to sign another stop payment request after each 6 month period.

### **Voluntary Closing**

Should a member voluntarily close a Share Draft Checking account, it will be necessary to come to the Credit Union office and complete the Closed Account Request forms. If the member brings into the Credit Union the carbon copies of those drafts that are currently outstanding (in order to maintain a balance in the account to cover the remaining drafts outstanding) and also any unused drafts, the member will not be assessed a fee. Unused drafts will be destroyed for the member. If unused drafts are not returned, the member will be assessed a \$35.00 closed account fee.

### **Automatic Closing**

Any Share Draft Checking account, maintaining a balance of \$5.00 or less for a period of 90 days, may be automatically closed. The member will receive notification that the closing has occurred and will be asked to return all unused drafts to the Credit Union to be destroyed.

If any unused drafts are not returned to the Credit Union, the member will be assessed a \$35.00 closed account fee.

### **Involuntary Closing**

The Credit Union reserves the right to close any Share Draft Checking account when a member has misused the account. At the discretion of management, the account of any member who has had on more than 3 occasions, non-sufficient fund share drafts may be closed.

If the unused drafts are not returned to the Credit Union, the member will be assessed a \$35.00 closed account fee.

### **Disputes Over Remote Access Facility Transaction**

All disputes relating to remote access facilities will be resolved in accordance with the state and federal electronic fund transfer system regulations.

### **Electronic Funds Transfer (EFT)**

#### **DO NOT PROVIDE A VOIDED SHARE DRAFT**

Direct deposits (credits) or direct payments (debits) are available through your Share Draft Checking or Regular Savings account with the following information:

TRENTON FEDERAL CREDIT UNION

1. ABA #272485482 Account Number.
2. Your nine digit Social Security number or account number with leading zeros to nine digits.
3. Indicate Checking or Savings for deposits (credits).
4. Indicate Checking or Savings for Direct Payments (withdrawals or debits).
5. Each manually posted Direct Payment or Deposit carries a \$2.00 Fee.
6. There is a maximum of six (6) Electronic Debits/Transfers from savings per month.

### **Miscellaneous Policies**

1. The Credit Union has the authority to make delinquent account transfers from the Share Draft Checking Account. A copy of the transfer will be mailed to the member to enter into the member's records.
2. At the time a member opens a Share Draft Checking Account the member is required to have a minimum of \$25.00 in the regular savings sub 1 and the printer's cost of the drafts in the Share Draft Account.

### **FEE DISCLOSURE**

Note: Maintain \$25.00 Regular Savings (SUB 1) and avoid all fees in section one (1). Maintain \$7.00 Regular Savings (SUB 1) and an active Share Draft Checking account to avoid check cashing fee and withdrawal fee.

# Courtesy Pay Overdraft Protection Plan Member Disclosure

Trenton Federal Credit Union has put a program (Courtesy Pay) in place to protect our members from inadvertent errors and from fees charged by merchants or for late payments when a check is returned unpaid. Used wisely, the program will save you the embarrassment and hassle of returned checks, if you should make an error. Your entitlement to benefits in the Courtesy Pay program depends on your ongoing relationship with Trenton Federal Credit Union. We do not recommend that you use this feature repeatedly as the fees can become costly.

Trenton Federal Credit Union will continue to transfer funds from savings or line of credit, based on your account setup, to cover an overdraft before allowing a negative balance in the account. Trenton Federal Credit Union will honor (pay) NSF items that create a reasonable overdraft. The approval of a payment that creates a reasonable overdraft is a discretionary service, and not a right or obligation. It can cease at any time without prior notice of reason or cause.

Your account will be charged a Courtesy Pay fee\* for each item paid. Once the Courtesy Pay limit has been reached, the items will then be sent back NSF and a NSF fee will be charged. Types of transactions that may be approved for Courtesy Pay include: Check, ACH, Bill Pay payments, Debit Card, or Point of Sale transactions.

A notice will be sent to you, informing you of the transaction and the amount that the account is overdrawn. It is your responsibility to make immediate payment of any overdrafts together with any service charges to Trenton Federal Credit Union.

*\*A Courtesy Pay fee of \$35.00 will be charged for each item paid.*

You may stop this overdraft service at any time. If you wish to do so please stop into one of our offices to confirm your intention to opt out of Courtesy Pay.

## **TRENTON OFFICE**

4550 Division, Trenton, MI 48183  
phone: 734-675-3100 fax: 734-675-4204

### **Lobby Hours**

Monday, Tuesday, Thursday, Friday...9:30 a.m. to 5:30 p.m.  
Wednesday...11 a.m. to 5:30 p.m.

### **Drive-Thru Hours**

Monday - Thursday...8:30 a.m. to 6:00 p.m.  
Friday...7 a.m. to 6 p.m.

## **WOODHAVEN OFFICE**

21701 Allen Road  
Woodhaven, MI 48183  
phone: 734-671-5200 fax: 734-671-5205

### **Lobby Hours**

Monday, Tuesday, Thursday, Friday...9:30 a.m. to 5:30 p.m.  
Wednesday...11 a.m. to 5:30 p.m.

### **Drive-Thru Hours**

Monday - Thursday...8:30 a.m. to 6:00 p.m.  
Friday...7 a.m. to 6 p.m.  
Saturday...9 a.m. to 1 p.m.

## **RIVERVIEW OFFICE**

14100 Civic Park Drive  
Riverview, MI 48193  
phone: 734-284-0221  
Monday - Friday 2:00 p.m. - 6:00 p.m.

MILES 734-675-3100 + press 2  
Service Center Locator: (800) 800-9700

Website: [www.trentonfcu.com](http://www.trentonfcu.com)

Toll Free: 1-866-661-TFCU (8328)



Your Savings Federally Insured to at least \$100,000  
and backed by the full faith and credit of the United States Government

# **NCUA**

National Credit Union Administration, a U.S. Government Agency