

**ELECTRONIC FUND TRANSFERS**  
**YOUR RIGHTS AND RESPONSIBILITIES**

The Electronic Fund Transfers we are capable of handling for consumers are indicated below, some of which may not apply to your account. Some of these may not be available at all terminals. Please read this disclosure carefully because it tells you your rights and obligations for these transactions. You should keep this notice for future reference.

**TYPES OF TRANSFERS, FREQUENCY AND DOLLAR LIMITATIONS**

- (a) **Prearranged Transfers.**
  - Preauthorized credits. You may make arrangements for certain direct deposits to be accepted into your  checking and/or  savings account(s).
  - Preauthorized payments. You may make arrangements to pay certain recurring bills from your  checking and/or  savings account(s).
  - \_\_\_\_\_
  
- (b) **Telephone Transfers.** You may access your account(s) by telephone at 888-260-0875 using a touch tone phone, your account numbers, and \_\_\_\_\_ PIN (Personal Identification Number) \_\_\_\_\_ to:
  - Transfer funds from checking to savings
  - Transfer funds from savings to checking
  - Transfer funds from \_\_\_\_\_ to \_\_\_\_\_
  - Transfer funds from \_\_\_\_\_ to \_\_\_\_\_
  - Make payments from checking to loan accounts with us
  - Make payments from savings to loan accounts with us
  - Make payments from \_\_\_\_\_ to \_\_\_\_\_
  - Get checking account(s) information
  - Get savings account(s) information
  - \_\_\_\_\_
  - \_\_\_\_\_
  
- (c) **ATM Transfers.** You may access your account(s) by ATM using your card \_\_\_\_\_ and personal identification number to:
  - Make deposits to checking accounts
  - Make deposits to savings accounts
  - Get cash withdrawals from checking accounts you may withdraw no more than 375.00 per day
  - Get cash withdrawals from savings accounts you may withdraw no more than 375.00 per day
  - Transfer funds from savings to checking
  - Transfer funds from checking to savings
  - Transfer funds from \_\_\_\_\_ to \_\_\_\_\_
  - Make payments from checking account to \_\_\_\_\_ loan accounts with us
  - Make payments from savings accounts to loan accounts with us
  - Get checking account(s) information
  - Get savings account(s) information
  - \_\_\_\_\_
  - \_\_\_\_\_

- (d) **Point-Of-Sale Transactions.**

Using your card:

  - You may access your  checking account  \_\_\_\_\_ account(s) to purchase goods ( in person,  by phone,  by computer), pay for services ( in person,  by phone,  by computer), get cash from a merchant, if the merchant permits, or from a participating financial institution, and do anything that a participating merchant will accept.
  - You may not exceed more than \$ 3,500.00 in transactions per day.
  - \_\_\_\_\_
  - Purchase amounts are limited to amount in your account.
  
- (e) **Computer Transfers.** You may access your account(s) by computer by dialing \_\_\_\_\_ or at TLC Home Banking website tlccu.org and using your account numbers, PIN (Personal Identification Number) \_\_\_\_\_ to:
  - Transfer funds from checking to savings
  - Transfer funds from savings to checking
  - Transfer funds from \_\_\_\_\_ to \_\_\_\_\_
  - Transfer funds from \_\_\_\_\_ to \_\_\_\_\_
  - Make payments from checking to loan accounts with us
  - Make payments from savings to loan accounts with us.
  - Make payments from \_\_\_\_\_ to \_\_\_\_\_
  - Get checking account(s) information
  - Get savings account(s) information
  - \_\_\_\_\_
  - \_\_\_\_\_
  
- (f) **Electronic Check/Draft Conversion.** You may access your account(s) with check writing capabilities by electronic check or draft conversion. Your authorization to make these types of electronic funds transfers may be expressed in writing or implied through the posting of a sign. You may:
  - Not exceed more than \_\_\_\_\_ payments by electronic check or draft per \_\_\_\_\_.
  - Make no more than \_\_\_\_\_ payments per \_\_\_\_\_ for electronic payment of charges for checks or drafts returned for insufficient funds.
  - Make payments by electronic check or draft from \_\_\_\_\_ . Payments are limited to \_\_\_\_\_ per \_\_\_\_\_.
  - Make electronic payment of charges for checks or drafts returned for insufficient funds from checking . Payments are limited to \_\_\_\_\_ per \_\_\_\_\_.
  - \_\_\_\_\_

(g) **Electronic Fund Transfers Initiated By Third Parties.** You may authorize a third party to initiate electronic fund transfers between your account and the third party's account. These transfers to make or receive payment may be one-time occurrences or may recur as directed by you. These transfers may use the Automated Clearinghouse (ACH) or other payments network. Your authorization to the third party to make these transfers can occur in a number of ways. In some cases, your authorization can occur when the merchant posts a sign informing you of their policy. In all cases, the transaction will require you to provide the third party with your account number and financial institution information. This information can typically be found on your check as well as on a deposit or withdrawal slip. Thus, you should only provide your financial institution and account information (whether over the phone, the Internet, or via some other method) to trusted third parties whom you have authorized to initiate these electronic fund transfers.

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**GENERAL LIMITATIONS**

In addition to those limitations on transfers elsewhere described, if any, the following limitations apply:

**(a) Frequency Of Transfers**

Transfers from a Money Market account to another account or to third parties by preauthorized, automatic, or telephone transfer are limited to six (6) per month with no more than three (3) transfers by check or draft or similar order to third parties. If you exceed the transfer limitations set forth above in any statement period, your account will be subject to closure by the financial institution.

**(b) Minimum Account Balance**

- You must maintain a minimum account balance of \_\_\_\_\_ in your \_\_\_\_\_ as a condition of using an access device (card and/or identification code) to accomplish a transfer.
- We do not require you to maintain a minimum balance in any account as a condition of using an access device (card or code) to accomplish a transfer.

**(c) Optional Cash Limitation**

You have the option to limit the amount of cash that can be withdrawn by your \_\_\_\_\_ card and/or code to \$50 per day or some other amount acceptable to us.

**(d) Additional Limitations**

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 \_\_\_\_\_  
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**TEMPORARY LIMITATIONS**

- The following services will not be available until your identity is verified. Once your identity has been verified, any limits disclosed to you will apply.  
 \_\_\_\_\_  
 \_\_\_\_\_
- Until your identity is verified, you may make payments, transfers, or withdrawals (as applicable) using \_\_\_\_\_ of not more than \_\_\_\_\_ per \_\_\_\_\_.

Once your identity has been verified, any limits disclosed to you will apply.

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**FEES**

- We charge \_\_\_\_\_ each \_\_\_\_\_ to our customers whose accounts are set up to use \_\_\_\_\_.
- We charge \_\_\_\_\_ each \_\_\_\_\_ but only if the \_\_\_\_\_ balance in the \_\_\_\_\_ falls below \_\_\_\_\_ during the \_\_\_\_\_.
- \$1.00 charge for ATM withdrawals at machines we do not own (non proprietary)
- Replacement card fee of \$3.00 per card.

Except as indicated above, we do not charge for Electronic Fund Transfers.

**ATM Operator/Network Fees:** When you use an ATM not owned by us, you may be charged a fee by the ATM operator or any network used (and you may be charged a fee for a balance inquiry even if you do not complete a fund transfer).

**DOCUMENTATION**

**(a) Terminal Transfers.** You can get a receipt at the time you make any transfer to or from your account using one of our terminals.

**(b) 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 can call us at the telephone number listed below to find out whether or not the deposit has been made.

**(c) In addition,**

- You will get a monthly account statement from us, unless there are no transfers in a particular month. In any case you will get a statement at least quarterly.
- You will get a quarterly statement from us on your savings account if the only possible electronic transfer to or from the account is a preauthorized credit.
- If you bring your passbook to us, we will record any electronic deposits that were made to your account since the last time you brought in your passbook.
- \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PREAUTHORIZED PAYMENTS**

**(a) Right to stop payment and procedure for doing so.** If you have told us in advance to make regular payments out of your account, you can stop any of these payments. Here's how:

Call or write us at the telephone number or address listed in this disclosure, in time for us to receive your request 3 business days or more before the payment is scheduled to be made. If you call, we may also require you to put your request in writing and get it to us within 14 days after you call.

We charge 15.00/25.00 see fee disclosure for each stop payment.

**(b) Notice of varying amounts.** If these regular payments may vary in amount, the person you are going to pay will tell you, 10 days before each payment, when it will be made and how much it will be. (You may choose instead to get this notice only when the payment would differ by more than a certain amount from the previous payment, or when the amount would fall outside certain limits that you set.)

(c) **Liability for failure to stop payment of preauthorized transfer.** If you order us to stop one of these payments 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.

**FINANCIAL INSTITUTION'S LIABILITY**

(a) **Liability for failure to make transfers.** 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. We will not be liable, for instance:

- ◆ If, through no fault of ours, you do not have enough money in your account to make the transfer.
- ◆ If the transfer would go over the credit limit on your overdraft line.
- ◆ If the automated teller machine where you are making the transfer does not have enough cash.
- ◆ If the terminal or system was not working properly and you knew about the breakdown when you started the transfer.
- ◆ 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 stated in our agreement with you.

**CONFIDENTIALITY**

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

- (1) where it is necessary for completing transfers; or
- (2) in order to verify the existence and condition of your account for a third party, such as a credit bureau or merchant; or
- (3) in order to comply with government agency or court orders; or
- (4)  if you give us written permission.
- (5)  as explained in the separate Privacy Disclosure.
- (6)  \_\_\_\_\_

**UNAUTHORIZED TRANSFERS**

**(a) Consumer Liability.**

◆ Generally. Tell us at once if you believe your card and/or code has been lost or stolen. 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 believe your card and/or code has been lost or stolen, and you tell us within 2 business days after you learn of the loss or theft, you can lose no more than \$50 if someone used your card and/or code without your permission. Also, if you do NOT tell us within 2 business days after you learn of the loss or theft of your card and/or code, and we can prove we could have stopped someone from using your card and/or code 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 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 period.

**Visa® Card Debit**

◆ Additional Limits on Liability for \_\_\_\_\_ . Unless you have been grossly negligent or have engaged in fraud, you will not be liable for any unauthorized transactions using your lost or stolen Visa card. This additional limit on liability does not apply to ATM transactions, to transactions using your Personal Identification Number which are not processed by Visa, or to commercial cards. Visa is a registered trademark of Visa International Service Association.

**MasterCard® Debit**

◆ Additional Limits on Liability for \_\_\_\_\_ . You will not be liable for any unauthorized transactions using your MasterCard debit card, when used for point-of-sale transactions, if: (i) you can demonstrate that you have exercised reasonable care in safeguarding your card from the risk of loss or theft, (ii) you have not reported to us two or more incidents of unauthorized use within the prior twelve-month period, and (iii) your account is in good standing. If any of these conditions are not met, your liability is the lesser of \$50 or the amount of money, property, labor, or services obtained by the unauthorized use before notification to us. "Unauthorized use" means the use of your 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. This additional limit on liability does not apply to ATM transactions or to transactions using your Personal Identification Number which are not processed by MasterCard. MasterCard is a registered trademark of MasterCard International Incorporated.

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\_\_\_\_\_

(b) **Contact in event of unauthorized transfer.** If you believe your card and/or code has been lost or stolen or that someone has transferred or may transfer money from your account without your permission, call or write us at the telephone number or address listed at the end of this disclosure.

**REGULATORY AUTHORITY**

If you believe that any provision of the Michigan Electronic Funds Transfer Act has been violated you should notify:

**ERROR RESOLUTION NOTICE**

In Case of Errors or Questions About Your Electronic Transfers, Call or Write us at the telephone number or address listed below, 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. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared.

- (1) Tell us your name and account number (if any).
- (2) 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.
- (3) 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 10 business days.

We will determine whether an error occurred within 10 business days (5 business days if involving a Visa® transaction or 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 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 10 business days (5 business days if involving a Visa transaction or 20 business days if the transfer involved a new account) 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 10 business days, we may not credit your account. An account is considered a new account for 30 days after the first deposit is made, if you are a new customer.

We will tell you the results within three 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.

By signing below customer acknowledges receipt of pages 1, 2, 3 and 4 of this notice:

Signed \_\_\_\_\_

Dated \_\_\_\_\_

**INSTITUTION** (name, address, telephone number, business days)

TLC Community Credit Union  
3030 S. Adrian Hwy.  
Adrian, Mi. 49221  
517-263-9120