Tongass Federal Credit Union
2000 Tongass Avenue, Ketchikan, AK 99901
907.225.9063 · 800.960.8328 · www.tongassfcu.com

# Courtesy Pay / Overdraft Service Notice and Request

The purpose of this form is to outline the details of Tongass Federal Credit Union's Courtesy Pay/Overdraft Service regarding what transactions will be covered, applicable fees, and the request for the service.

## WHAT YOU NEED TO KNOW ABOUT COURTESY PAY AND OVERDRAFTS

An overdraft occurs when you do not have enough money in your account to cover a transaction. With this service, we'll cover those overdrafts for you up to $1,000.00. The account balance must be paid back within 30 days to avoid collection activity.

In addition, we offer overdraft protection plans, such as a transfer from another account in your name or a line of credit in good standing. These options may be less expensive than Courtesy Pay. Please contact us for more information.

New members meeting the following conditions will be automatically enrolled in Courtesy Pay: a) have a qualifying checking account that has been open for at least 30 days, and b) have an account in "good standing" (defined as active and has not caused a loss to Tongass FCU).

Courtesy Pay will allow Tongass FCU to authorize and pay overdrafts for the following types of transactions:

- Checks written and electronic transactions made using your checking account number (including ACH).
- Automatic bill payments, including recurring debit card transactions.

**To request the following types of transactions to be paid beyond your available balance, you must Opt-In to the service:**

- One-time or non-recurring debit card transactions
- ATM transactions

*We pay overdrafts at our discretion, which means we do not guarantee that we will authorize and pay any type of transaction. If we do not authorize and pay an overdraft, your transaction will be declined or returned.*

**How much does it cost?**

- There is a $10 fee for EVERY transaction paid using Courtesy Pay.
- There is a limit of $100 per day on the total overdraft fees we will charge you for overdrawing your account.
- There is NO fee to keep the Courtesy Pay Service on your account.
- There is NO fee if you never use it.

## How to opt-in to Courtesy Pay Service on One-time (or non-recurring) debit card and ATM transactions?

- Complete and submit the form within Tongass FCU online banking
- Or complete this form and either email to info@tongassfcu.com or return to any Tongass FCU location
- For more information, please call us at 907.225.9063 or email info@tongassfcu.com

## COURTESY PAY OPT-IN

☐ **Yes, I want Tongass Federal Credit Union to authorize and pay overdrafts on debit card and ATM transactions on my checking account below:**

Member/Joint Member Name:_____ Account Number:_____

Signature:_____ Date: _____

Tongass Federal Credit Union Use Only:
Processed by Employee #:_____ Date Processed:_____

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