Tongass Federal Credit Union
2000 Tongass Avenue, Ketchikan AK 99901
(907) 225-9063 | (800) 960-8328 | 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, but we pay it anyway. With this service, we'll cover those overdrafts for you up to $1,000.00. **The account balance must be brought to a positive balance within 30 days to avoid collection activity and maintain access to Courtesy Pay. Account balance must remain positive for 24 hours once repaid**. For more information about overdrafts and how we handle them, please refer to the Membership and Account Agreement.

We can cover your overdrafts in two different ways:

1. We have standard overdraft practices that come with your account (Courtesy Pay).
2. We also offer overdraft protection plans, such as a link to a savings account, which may be less expensive than our standard overdraft practices. To learn more, ask us about these plans.

What are the standard overdraft practices that come with my account?

We do authorize and pay overdrafts for the following types of transactions:

- Checks and other transactions made using your checking account number.
- Recurring automatic bill payments authorized against your debit card.

We do not authorize and pay overdrafts for the following types of transactions unless you ask us to (Opt-in):

- ATM Transactions
- Debit card transactions

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

What fees will I be charged if Tongass Federal Credit Union pays my overdraft??

- 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.

What if I want Tongass Federal Credit Union to authorize and pay overdrafts on my ATM and everyday debit card 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:_____ Updated 10/15/2025