

## **Terms and Conditions Overdraft Addendum**

This Addendum is part of the Terms and Conditions of Your Account and is provided to help you understand what happens if your account is overdrawn. Understanding the concepts of overdrafts and nonsufficient funds (NSF) can help you avoid being assessed fees or charges. This section also provides contractual terms relating to overdrafts and NSF transactions.

An overdrawn account may result in you being charged an overdraft fee or an NSF fee. An overdraft occurs when there is not enough money in your account to pay for a transaction, but we pay (or cover) the transaction anyway. In an NSF transaction, we do not pay (or cover) the transaction. Instead, the transaction is rejected and the item or requested payment is returned. In either situation, we may charge you a fee.

### **Determining Your Account Balance**

Your account balance is made up of all posted credit and debit transactions. It is the amount you have in the account before any pending transactions are accounted for.

### **Overdrafts**

We may, at our discretion, honor requests that overdraw your account. However, the fact that we may honor requests that overdraw your account does not obligate us to do so later. This means you may not rely on us to pay overdrafts on your account regardless of how often or under what circumstances we have paid overdrafts on your account in the past. We may change our practice of paying, or not paying, overdrafts on your account without notice to you. You agree that we may charge fees for overdrafts. We may use any type of subsequent deposits to cover such overdrafts and overdraft fees. We will not charge fees for overdrafts caused by ATM withdrawals or one-time debit card transactions. The fee for paying an item that overdrew your account will be listed on your statement as Overdraft Paid Charge.

### **Nonsufficient Funds (NSF) Fees**

If an item drafted by you (such as a check) or a transaction you set up (such as a preauthorized transfer) is presented for payment in an amount that is more than the amount of money in your account, and we decide not to pay the item or transaction, you agree that we may charge you an NSF fee for returning the payment. Be aware that such an item or payment may be presented multiple times and that we do not control or monitor the number of times a transaction is presented for payment. You agree that we may charge you an NSF fee each time a payment is presented if the amount of money in your account is not sufficient to cover the payment, regardless of the number of times the payment is presented. The fee for returning an item will be listed on your statement as Returned NSF Charge.

### **Payment Types**

Some, but not necessarily all, of the ways you may access the funds in your account include: debit card transactions, automated clearing house (ACH) transactions, and check transactions. These payment types may use different processing systems, and some may take more or less time to post. Transactions may not be processed in the order in which they occurred and the order in which transactions are received and processed may affect the total amount of overdraft fees incurred.

### **Balance Information**

Keeping track of your balance is important. You can review your balance in several ways including: reviewing your periodic statement, reviewing your balance online, accessing your account information by phone, or coming into one of our branches.

## **Funds Availability**

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Please see our funds availability disclosure for information on when different types of deposits will be made available for withdrawal.

## **A Temporary Debit Authorization Hold Affects Your Account Balance**

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On debit card purchases, merchants may request a temporary hold on your account for a specified sum of money when the merchant does not know the exact amount of the purchase at the time the card is authorized. The amount of the temporary hold may be more than the actual amount of your purchase. For example, this may occur on purchases of gasoline, hotel rooms, or meals at restaurants. When this happens, our processing system cannot determine that the amount of the temporary hold exceeds the actual amount of your purchase. This temporary hold, and the amount charged to your account, will eventually be adjusted to the actual amount of your purchase. However, it may be three calendar days or longer before the adjustment is made. Until the adjustment is made, the amount of funds in your account available for other transactions will be reduced by the amount of the temporary hold.