



COURTESY PAY

1. What is Courtesy Pay?

Courtesy Pay is an optional overdraft service allowing PFCU to cover your insufficient funds item(s) on debit card purchases, point-of-sale (POS) transactions, ATM withdrawals, checks and ACH transactions, up to the approved Courtesy Pay limit of \$100.00. You will be charged \$35 per covered overdraft transaction. This means that instead of returning a check to the merchant because of insufficient funds, the credit union may pay your item, saving you additional charges from the merchant. Or instead of having a declined card transaction at a store due to insufficient funds, the credit union may authorize a transaction if it falls within the allowable overdraft limit (including fees). You must tell us if you wish to Opt-In to Courtesy Pay overdraft for one-time debit card purchases made in person, by telephone or online; POS transactions, and ATM withdrawals. Plus, your recurring debit card purchases (such as monthly gym memberships), checks, and ACH transactions may be covered by Courtesy Pay and will be charged a fee if we pay those transactions when your available funds are insufficient and they overdraw your account. You may opt out of Courtesy Pay at any time by asking us to remove the service from your account(s).

2. Who is eligible for Courtesy Pay?

You must have a checking account that has been open more than 60 days and be a member in good standing. An account in good standing must meet the following criteria: previous negative account balances due to Courtesy Pay must have been brought to a positive balance by month end or a specified date, no charge-offs, no loan delinquencies of more than 30 days, no full restrictions on the account and correct address and phone number must be on file. Courtesy Pay overdraft service is available only to personal checking accounts--not minor accounts, business or organization accounts.

3. How do I opt in to Courtesy Pay?

You may stop by either PFCU office to Opt-In to Courtesy Pay. Visit the Proctor office at 410 2nd Ave, Proctor, MN or the Denfeld office at 3924 Grand Ave, Duluth, MN. Courtesy Pay information and the Opt-In form are also available at www.proctorfcu.com. All authorized users of Courtesy Pay must receive Courtesy Pay information and provide a completed Opt-In form to approve Courtesy Pay overdraft service on their account(s).

4. If I have another form of overdraft protection set up for my checking account, do I still need Courtesy Pay?

We will first attempt to clear the transaction by using other overdraft protection you may have set up, including transferring any available funds from your:

1. Savings Account (no-fee transfer)
2. Overdraft Protection Loan
3. Line of Credit

Depending on how the overdraft protection is set up, you may choose your savings account, overdraft protection loan, or your line of credit to cover the overdraft. If there are no funds available in any of these overdraft protection options, your one-time debit card purchases and ATM/POS transactions will be denied. That's where Courtesy Pay overdraft service can help. It may allow your debit card to keep working if you are not signed up for overdraft protection from your other accounts or if funds are not available in those accounts. This can help when you are facing an unexpected emergency.

5. Are there fees?

There are no fees if you do not use the service. But you will be charged a \$35 fee for each item paid by Courtesy Pay within the allowed negative overdraft limit. Overdrafts on your checking account, up to a limit of \$100.00--including the amount of the overdrawn item(s) and the Courtesy Pay fee(s)--may be honored by PFCU.

6. How much time do I have to cover an overdraft paid by Courtesy Pay?

You have until month-end to bring your account balance into the positive. If your account remains overdrawn up to 40 days, or by the discretion of the credit union, PFCU will close your account and refer it to our collections department for follow-up.

8. What about my automatic debit card payments that I have set up with a merchant?

Debit card purchases that are set up to bill automatically (like a gym membership) may continue to be authorized at our discretion even if you do not complete the Opt-In form. If this type of recurring debit card transaction overdraws your account and we pay the overdraft, a fee may be assessed.

9. What does Courtesy Pay cover?

Courtesy Pay may cover the following types of transactions:

- Checks
- ACH transactions
- One-time debit card transactions made in person, by telephone, or online
- ATM/point of sale transactions

10. What if I decide I do not want Courtesy Pay?

You are not obligated to Opt-In to Courtesy Pay. We are happy to talk with you about other options for managing your account. If you have previously Opted-In to Courtesy Pay and do not want your overdrafts authorized when you do not have sufficient funds in your account, we can remove this service from your account(s). Call PFCU at (218)624-5761 or (218)628-2841 or stop by either office to speak with a Member Services Representative.

11. What if I change my mind and want to have Courtesy Pay re-activated?

You will need to stop by either office to re-sign an Opt-In form or print and complete the online Courtesy Pay Opt-In form at www.proctorfcu.com.



Courtesy Pay Opt-In Form

Overdraft Service

By signing below, I confirm that I have received and read the Courtesy Pay information and want Proctor Federal Credit Union to authorize and pay overdrafts on my ATM/Debit card transactions (may also include check and/or ACH transactions):

1. The credit union may authorize a transaction made with my debit card, an ATM withdrawal, or clear a check or ACH transaction when funds are not available in my account.
2. For transaction(s) that overdraft my account and are allowed within the Courtesy Pay overdraft limit of \$100.00, I will be charged a \$35 fee per transaction.
3. I am required to keep my account in good standing and bring my account balance into the positive by month end.
4. If I decide to opt out of Courtesy Pay, I must contact either PFCU office at 218-624-5761 or 218-628-2841.
5. If I want to re-activate Courtesy Pay, I must provide a signature on the Courtesy Pay Opt-In form.

Member Name _____ Account # _____

Printed Member Name _____ Date _____

Please return the Opt-In form to either PFCU office:

Proctor Office
 410 2nd Ave
 Proctor, MN 55810

Denfeld Office
 3924 Grand Ave
 Duluth, MN 55807

(FOR INTERNAL USE)

_____ Date Received

_____ Date Processed

_____ Initials