

Authorization for ACH Transfer from St. Pat's EFCU to Member's Checking Account

Please complete the items below * Please print

| | |
|----------------------------------|--|
| Member's Name | |
| Joint's Name | |
| To Financial Institution | |
| FI's ABA (routing number) | |
| Checking Acct Number | |
| Contact Phone Number | |
| Contact Email Address | |
| <i>For Credit Union Use Only</i> | |
| Membership # | |
| Acct. Control# | |
| ACH Auth. Control# | |

You are hereby authorizing St. Pat's Employees Federal Credit Union to transfer from your shares (savings), from time to time, to the above indicated checking account. We will accept verbal, telephone and email requests for transfers.

Transfers will occur on normal business days – Monday through Fridays, except Federal Holidays.

Transfer requests must be received before 9:00am to be processed for that day's transfer. Requests received after 9:00am will be processed the next business day.

Funds will be made available the same day as transfer date. Please confirm your deposit with your financial institution (usually by that afternoon).

Minimum transfer amount is \$100.00.

Maximum transfer amount is \$5,000.00. If a request is for more than \$5,000.00, the request will be split over two business days, first amount being \$5,000 and the second day the remaining request (if under \$5,000). Please contact the credit union if over \$10,000.

Frequency: you may have up to **2** ACH transfers per month at no cost, after 2 transfers within a month, there will be a **\$5** charge per occurrence.

Return Item Fee: there will be a \$10 fee for ACH items that are returned due to incorrect information provided by the member(s) or *account closure*.

IMPORTANT NOTICE

It will be the responsibility of the member to update phone and email address changes with the credit union as needed.

If you change your checking account, you must complete a new authorization form. If you fail to notify the credit union as to the change in your checking account's institution, the credit union will not be responsible for the *misdirection* of your funds.

Member Signature _____ **Date** _____

Joint Owner Signature _____ **Date** _____

Rec'd Date _____ **Staff** _____ **Approved** _____

Electronic Fund Transfers

Your Rights and Responsibilities

Indicated below are types of Electronic Fund Transfers we are capable of handling, some of which may not apply to your account. Please read this disclosure carefully because it tells you your rights and obligations for the transactions listed. You should keep this notice for future reference.

Direct Deposits - You may make arrangements for certain direct deposits to be accepted into your Primary Share Account(s).

Preauthorized Withdrawals - You may make arrangements to pay certain recurring bills from your Primary Share Account(s) but not to exceed three per month.

ACH Transfers - with a preauthorization form completed prior to ACH Transfer request, the credit union, at the request of the member, will transfer from their deposit account at the credit union to the member's checking account at another institution.

Charges for Electronic Fund Transfers

- We do not charge for direct deposits to any type of account.
- We do not charge for ACH transfer(s) from your deposit account for the first two withdrawals in calendar month, after two, there will be a charge of \$5 per occurrence.

Right to Documentation

Direct Deposits. 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 (406) 329-5665 to find out whether or not the deposit has been made. If the only possible transfers to or from your account are direct deposits, you will get a quarterly statement from us.

Periodic Statements. You will get a quarterly statement from us. At any time you can verify activity in your account directly with us between quarterly statements.

Stop Payment Procedures and Notice of Varying Amounts

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 is how:

Call or write us at the telephone number or address listed in this brochure in time for us to receive your request three business days or more before 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 will charge you \$10.00 for each stop payment order you give.

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.)

Liability for Failure to Stop Payment or Pre-authorized Transfer. If you order us to stop one of these payments three business days or more before the transfer is scheduled, and we do not do so, we will be liable for your losses or damages.

Our Liability

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 circumstance beyond our control (such as fire or flood) prevent the transfer, despite reasonable precautions we have taken.
- There may be other exceptions stated in our agreement with you.

Disclosure of Account Information to Third Parties

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

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

Unauthorized Transfers

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.

Error Resolution

In case of errors or questions about your electronic transfers, call or write us at the telephone number or address listed in this brochure, 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 day.

We will tell you the results of our investigation within 10 business days (20 business days if the transfer involved a point-of-sale transaction or a foreign initiated transfer) 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 point-of-sale transaction or a foreign initiated transfer) to investigate your complaint or question. If we decide to do this we will re-credit your account within 10 business day (20 business days if the transfer involved a point-of-sale transaction or a foreign initiated transfer) 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 questions in writing and we do not receive it within 10 business days, we may not re-credit your account.

If we decide that there was no error, we will send you a written explanation within three business days after we finish our investigation. You may ask for copies of the documents that we used in our investigation.

St. Pat's Employees Federal Credit Union
500 West Broadway * Broadway Bldg., Parking Level 1
Missoula MT 59802
Ph: 406-329-5665 Fax: 406-329-2639
Email: Credit.Union@providence.org

Office Hours: Monday - Fridays 7:30am to 5:00pm