

**HOW SOON CAN I  
USE MY COURTESY PAY?**

If you are a new account holder, you may be able to use the overdraft privilege service 30 days after the account is opened, assuming your account is in “good standing” as defined in this brochure.

**WHAT ARE SOME OTHER WAYS I CAN COVER OVERDRAFTS AT XCEED FINANCIAL CREDIT UNION?**

The best way to avoid overdrafts and fees is to keep track of your account balance by entering all items in your check register, reconcile your checkbook regularly and manage your finances responsibly. However, if a mistake occurs, Xceed Financial Credit Union offers additional ways to cover overdrafts in addition to Courtesy Pay.

WAYS TO COVER OVERDRAFTS AT XCEED FINANCIAL CREDIT UNION	EXAMPLE OF ASSOCIATED FEES*
Good account management	\$0
Overdraft line of credit	APR varies*
Courtesy Pay	Premium Overdraft fee** of \$29 for each paid item

\*These costs are provided only as examples. Please ask us about our specific products and fees.

\*\*Fee description may appear on your account statement as Insufficient Funds, Premium Overdraft, Courtesy Pay, Non-sufficient Funds, or Uncollected Funds, dependant on the type of transaction related to the Courtesy Pay transaction.

**WHAT IF I DO NOT WANT TO HAVE COURTESY PAY ON MY ACCOUNT?**

If you would like to have this service removed from your account, please call 800.XFCU.222.

**COURTESY PAY®  
OVERDRAFT POLICY**

An insufficient balance can result from several events, such as (1) the payment of checks, electronic funds transfers or other withdrawal requests; (2) payments authorized by you; (3) the return of unpaid items deposited by you; (4) credit union service charges; or (5) the deposit of items which, according to the credit union's Funds Availability Policy, are treated as not yet available or finally paid. We are not obligated to pay any item presented for payment if your account does not contain sufficient funds.

As long as you maintain your account in “good standing” and you are making regular deposits, we may approve your overdraft items within your current available Courtesy Pay limit as a non-contractual courtesy. For overdraft privilege consideration, your account is in “good standing” if you (1) make sufficient deposits to bring your account to a positive end-of-day balance at least once every 30 calendar days (including the payment of all credit union fees and charges); (2) avoid excessive overdrafts suggesting the use of Courtesy Pay as a continuing line of credit; and (3) there are no legal orders, levies or liens against your account.

In the normal course of business, we generally pay items in the order they are received, per the credit union's policy. We reserve the right to change the order of payment without notice to you if we suspect fraud or possible illegal activity affecting your account. Also, please be aware that the order of item payment may create multiple overdraft items during a single banking day for which you will be charged our Premium Overdraft fee of \$29 for each overdraft item paid.

You may opt out of the privilege at any time, but you are responsible for any overdrawn balances at the time of opting out. Normally, we will not approve an overdraft for you in excess of the predetermined amount assigned to your account type. So as not to exceed your limit, please note that the amount of the overdraft plus the credit union's Premium Overdraft fee of \$29 per paid item will be deducted from the overdraft limit.

We may refuse to pay an overdraft item at any time even though we may have previously paid overdrafts for you. For example, we typically do not pay overdraft items if your account is not in good standing as defined above, or if based upon our review of your account management, we determine that you have too many overdrafts or are using Courtesy Pay as a regular line of credit. You will be charged a Premium Overdraft fee of \$29 for each returned item.

You will be notified by mail of any non-sufficient funds items paid or returned that you may have; however, we have no obligation to notify you before we pay or return any item. The amount of any overdraft including our Premium Overdraft fee of \$29 for each item (paid or returned) that you owe us shall be due and payable upon demand, but if no demand is made, no later than 30 calendar days after the creation of the overdraft. If there is an overdraft on an account with more than one owner on the signature card, each owner and agent, if applicable, shall be jointly and severally liable for all overdrafts inclusive of fees.

Courtesy Pay should not be viewed as an encouragement to overdraw your account. To avoid fees, we encourage you to keep track of your account balance by entering all items in your check register, reconcile your checkbook regularly, and manage your finances responsibly. If you would like to have this service removed from your account, please call 800.XFCU.222.

Please note that your Courtesy Pay limit may be available at the teller window, through an ATM or POS transaction, but will not be available through Xceed Online Bill Payments. The limit will not be included in the balance provided during an inquiry.

LIMITATIONS: Courtesy Pay is a non-contractual courtesy that is available to individually/jointly owned accounts in good standing for business use. Xceed Financial Credit Union reserves the right to limit participation to one account per business and to discontinue this service without prior notice.

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**courtesy pay**



**Overdraft Privilege  
For Your Business  
Checking Account**



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At times, unanticipated expenses or unforeseen problems can leave you with too little cash in your account. Having a check returned due to insufficient funds can be a costly, inconvenient and potentially embarrassing experience.

At Xceed Financial Credit Union, we do not encourage overdrafts. As always, we encourage you to manage your finances responsibly. However, we want to save you from the additional merchant fees and possible damage to your credit history that might result if a check is returned.

That's why we provide "Courtesy Pay," a special overdraft service for Xceed Financial Credit Union members.



**WHAT IS COURTESY PAY?**

Courtesy Pay is an overdraft service requiring no action on your part. You don't have to sign anything. Your Courtesy Pay limit amount will be automatically assigned.

**HOW DOES COURTESY PAY WORK?\***

We are not obligated to pay any item presented for payment if your account does not contain sufficient funds; however, as long as you maintain your account in "good standing" and you are making regular deposits, we may approve your overdraft items within your current available Courtesy Pay limit as a non-contractual courtesy.

For overdraft privilege consideration, your account is in "good standing" if you (1) make sufficient deposits to bring your account to a positive end-of-day balance at least once every 30 calendar days (including the payment of all credit union fees and charges); (2) avoid excessive overdrafts suggesting the use of Courtesy Pay as a continuing line of credit; and (3) there are no legal orders, levies or liens against your account.

Please note that the amount of the overdraft plus our Premium Overdraft fee of \$29 for each paid item will be deducted from your overdraft limit. If the item is returned, the Premium Overdraft fee of \$29 for each returned item will be deducted from your account. No interest will be charged on the overdraft balance.

\*Please refer to the overdraft policy for additional details.

**HOW DO I KNOW WHEN I USE THE OVERDRAFT LIMIT?**

You will receive an overdraft notice in the mail each time items are paid. The notice will show the check number, amount, and the Premium Overdraft fee for each paid item. You will need to subtract the total fees when balancing your checkbook.

**WHAT IS MY COURTESY PAY LIMIT? IF I HAVE TWO CHECKING ACCOUNTS, CAN I GET COURTESY PAY ON BOTH?**

Your Courtesy Pay limit is \$1,000. If you have multiple accounts for your business, you may have a limit on all eligible accounts.

**WHAT IF I GO BEYOND MY COURTESY PAY LIMIT?**

Overdrafts above and beyond your established Overdraft Privilege limit may result in checks or other items being returned to the payee. The Premium Overdraft fee of \$29 for each returned item will be charged per item and assessed to your account. An NSF notice will be sent to notify you of items paid and/or returned.

**HOW QUICKLY MUST I REPAY MY COURTESY PAY?**

You should make every attempt to bring your account to a positive end-of-day balance as soon as possible, and must do so within 30 calendar days. If you are not able to do so, you will receive a letter from Xceed Financial Credit Union informing you that your Over Draft Protection

limit has been suspended and additional items will be returned.

**WHAT DOES MY COURTESY PAY COST?**

There is no additional cost associated with this privilege unless you use it. You will be charged our Premium Overdraft fee of \$29 for each overdrawn paid item created by check, in-person withdrawals, ATM withdrawals or other electronic means paid under the limit. For example, three paid items in one day will result in \$87 in Premium Overdraft fees. To help you manage your account, the total fees you have paid for items (both paid and returned) during the current month and for the year-to-date will be reflected on your monthly checking statement.

**WHAT ARE SOME OF THE WAYS I CAN ACCESS MY COURTESY PAY LIMIT? WILL MY LIMIT BE REFLECTED IN THE BALANCE I RECEIVE?**

The chart below shows the different ways you can access your Courtesy Pay limit and indicates whether or not this limit will be reflected in the balance provided.

ACCESS POINTS	IS MY OVERDRAFT PRIVILEGE LIMIT AVAILABLE?	DOES THE BALANCE PROVIDED REFLECT MY OVERDRAFT PRIVILEGE LIMIT?
Teller	Yes	No
Writing A Check	Yes	-NA-
Debit Card	Yes	-NA-
ATM Withdrawal	Yes	No
ACH-Auto Debit	Yes	-NA-
Xceed Online	No	No