



111 Empire Drive
 St. Paul, MN 55103
 651.291.1515 | 800.899.5626
 hiway.org

COURTESY PAY

At Hiway Federal Credit Union® (Hiway) we recognize that unforeseen circumstances happen to all of us. Whether it is an unanticipated car repair, a miscalculation when balancing your checkbook or other unexpected expenses, these situations can cause stress and embarrassment.

WHY SHOULD YOU AUTHORIZE COURTESY PAY ON ATM TRANSACTIONS WITH YOUR ATM OR DEBIT CARD AND EVERYDAY DEBIT CARD (POINT-OF-SALE) PURCHASES?

- It's discreet - you avoid the embarrassment of having your transaction declined by the merchant.
- With Courtesy Pay, if you inadvertently overdraw your checking account, we have the option to cover your overdrafts (negative balance) up to a limit of \$500*.
- If the service is not used, there is no cost to you.

Hiway automatically provides members this additional level of overdraft protection on their personal checking accounts. However, regulations require that you authorize us to offer Courtesy Pay on your ATM transactions using your ATM or debit card and everyday debit card (point-of-sale) transactions.

See the following page for detailed info regarding debit card transaction processing.

WHAT YOU NEED TO KNOW ABOUT OVERDRAFTS AND OVERDRAFT FEES

An overdraft occurs when you do not have a sufficient available balance in your account to cover a transaction, but we pay it anyway. We can cover your overdrafts in two different ways:

1. We have Courtesy Pay services that come with your account.
2. We also offer overdraft protection, such as a link to a savings account or Line of Credit loan, which may be less expensive than our Courtesy Pay service. To learn more, ask us about these options.

THIS NOTICE EXPLAINS OUR COURTESY PAY SERVICES.

WHAT ARE THE COURTESY PAY SERVICES 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
- Automatic bill payments

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

- Everyday debit card transactions, often referred to as point-of-sale transactions
- ATM transactions using your ATM or debit card

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 HIWAY PAYS MY OVERDRAFT?

Under our Courtesy Pay program:

- We will charge you a fee of \$28 each time we pay an overdraft (our current standard Non-sufficient Funds fee).
- There is no limit on the total fees we can charge you for overdrawing your account.

What if I want you to authorize and pay overdrafts on my ATM and everyday debit card transactions?

If you also want us to authorize and pay overdrafts on your ATM transactions using your ATM or debit card and everyday debit card (point-of-sale) transactions, simply call us at 651.291.1515 or 800.899.5626, visit hiway.org or complete the form below and return to Hiway. You have the right to revoke your consent at any time by contacting us at the above addresses/phone number(s). Allow 24 hours for Courtesy Pay request to be turned on/off.

Important Courtesy Pay Information: The Courtesy Pay program is a benefit offered to qualified members that will provide a limited level of protection from NSF fees and returned checks from merchants. This service is available for personal accounts only and does not apply to business, HSA or Builder accounts. Under the program, Hiway may provide qualified members with the ability to overdraw their personal checking account up to \$500, which includes any fees associated with the program. We may authorize and pay overdrafts for the following types of transactions: checks, ACH, automatic bill payments, recurring debit transactions and, if you authorize us to do so, ATM transactions using your ATM or debit card and everyday debit card (point-of-sale) transactions will be covered as well. Hiway reserves the right, subject to applicable law and regulation, to terminate your right to use the Courtesy Pay Service.

*Qualifications: A) Must have a Hiway ATM or debit card B) Must make regular deposits sufficient to cover transactions C) Must bring the account to a positive balance at least once every thirty days or less D) There are no legal orders outstanding on the account E) There are no delinquent loans on the account. Whether we pay or return an item, your account will be assessed a \$28 fee (our current standard Non-sufficient Funds fee).

To authorize Courtesy Pay, review and submit this form.

Yes, I want Hiway to authorize and pay overdrafts on my ATM transactions using my ATM or debit card and everyday debit card (point-of-sale) transactions.

Member Name: _____ Date: _____ Member Number: _____

If you do not submit this form or call us, we will not be able to opt you in to the additional Courtesy Pay options.

ACTUAL BALANCE VS AVAILABLE BALANCE

Actual Balance: This balance includes cleared posted transactions.

Available Balance: The Actual balance minus any authorization or deposit holds. As transactions clear, your Available balance changes to reflect those transactions to determine a more accurate availability of funds. The Available balance does not include written checks or other items that have not yet cleared the account.

When you make a debit card transaction and you run it as Credit, it places an authorization hold on the account and affects the Available Balance. When your debit card transaction is run with a PIN, the transaction posts to the account and affects both the Actual and the Available balance.

If your Available balance is not sufficient to cover a transaction, we may pay the item and charge you an overdraft fee. An overdraft fee may be charged even though your Actual balance indicates a positive amount.

DEBIT CARD AUTHORIZATION HOLDS

When you use your debit card, the merchant sends us the amount for authorization. This amount is placed on hold and removed from your Available balance. The hold is released once the transaction clears. The hold helps determine the Available balance on your account.

EXAMPLE OF OVERDRAFT FEE FOR INSUFFICIENT AVAILABLE BALANCE

If you have opted-in to our Courtesy Pay (overdraft services) program for the payment of overdrafts on ATM and everyday debit card transactions, the following is an example of an overdraft fee for insufficient Available balance:

If your Actual balance is \$100 and Available balance is \$75 and you swipe your debit card at a merchant for a \$45 transaction, an authorization hold will be placed on your account for your transaction and your Available balance will be reduced to \$30. If another check or transaction is posted to the account in excess of \$30, an overdraft fee will be incurred.