

**PACIFIC NW FEDERAL CREDIT UNION  
COURTESY PAY OVERDRAFT SERVICE  
NOTICE AND SERVICE REQUEST**

This Overdraft Service Notice and Request outlines information about the overdraft protection service of Pacific NW Federal Credit Union and your election to request such services.

**WHAT YOU NEED TO KNOW ABOUT OVERDRAFTS AND OVERDRAFT FEES**

An *overdraft* occurs when you do not have enough money in your account to cover a transaction, but as a service to you we pay it anyway. We can cover your overdrafts in two different ways.

1. We have *standard overdraft practices* that come with your account. This notice explains our standard overdraft practices, which are also set forth in full in the Courtesy Pay Service Disclosure available at the Credit Union.
2. We also have other available overdraft protection plans, such as a link to a savings account and overdraft lines of credit, which may be less expensive than our standard overdraft practices. To learn more, ask us about these plans.

➤ **Standard Overdraft Practices – What are the Credit Union’s standard overdraft practices 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
- ACH transactions

We only 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.

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

- ATM transactions
- Debit card purchase transactions

➤ **Overdraft Fees – What fees will I be charged if the Credit Union pays my overdraft?**

Under our standard overdraft practices:

- We will charge you a fee up to **\$30** each time we pay an overdraft.
- There is no limit on the total fees we can charge you for overdrawing your account.

➤ **Courtesy Pay Service Request – What if I want the Credit Union to authorize and pay overdrafts on my ATM and debit card purchase transactions?**

If you also want us to authorize and pay overdrafts on ATM and debit card transactions, call 800-444-5858, visit [www.pnwfcu.org](http://www.pnwfcu.org), or complete the Courtesy Pay Service Request below and present it at any branch, or mail it to Pacific NW Federal Credit Union at 12005 NE Erin Way, Portland, OR 97220. You have the right to revoke this coverage at any time by contacting the Credit Union by mail, in person, by phone, or online.

**COURTESY PAY SERVICE REQUEST**

I request Pacific NW Federal Credit Union to authorize and pay overdrafts on ATM and debit card purchase transactions on my account.

Member Name: \_\_\_\_\_

Date: \_\_\_\_\_

Member Number(s): \_\_\_\_\_ Checking Account Number(s): \_\_\_\_\_

**PACIFIC NW FEDERAL CREDIT UNION  
COURTESY PAY SERVICE**

Pacific NW Federal Credit Union offers a discretionary overdraft payment service, known as Courtesy Pay under the following terms and conditions.

1. Discretionary Service. The Credit Union offers the Courtesy Pay service to all eligible consumer checking account owners. However, if you would like the Credit Union to provide Courtesy Pay service for ATM and debit card purchase transactions you must specifically notify us to do so ("opt-in"). For all other overdraft transactions, the Courtesy Pay service will be provided automatically once checking account has been opened and will continue as long as the account is maintained in good standing with the Credit Union. Accounts of minors and businesses are not eligible. Under the Courtesy Pay service, we are not obligated to pay any check or item presented for payment if your account does not contain sufficient funds. The Credit Union may, as a discretionary service and not as a right of yours or our obligation to you, pay overdrafts up to an approved overdraft limit under the terms of this service and subject to your Membership and Account Agreement. This overdraft service is not a line of credit, is not guaranteed, and is independent of any other payment arrangement we may offer. Generally, we will not pay an overdraft for you in excess of any limit we have established for your account type. Also, we may refuse to pay an overdraft for you at any time, even if we have previously paid overdrafts for you. We will notify you by mail (or email, if you have requested) of any insufficient funds, checks, or items paid or unpaid and returned that you may have. However, we have no obligation to notify you before we pay or return any item.

2. Overdraft Transactions Covered. If on any day you do not have available funds in your account, the following transactions, which may result in an insufficient or negative balance ("overdrafts"), may be covered under our service: checks; online or other electronic funds transfers; ACH debits and other payments or withdrawals you authorize; account service charges, pre-authorized drafts, and any other items that may be posted to your account. However, ATM transactions and debit card purchases will only be covered under the service if you specifically notify us that you want them to be covered. We reserve the right to pay any checks or items in the order they are presented or received and in accordance with our normal operating procedures for such checks, items or transactions.

3. Overdraft Fees. The fee for each paid overdraft is \$30 per check or item. If we do not pay the overdraft, there is a Returned Item fee of \$30 per check or item. There is no limit on the number of overdrafts paid or overdraft fees incurred on any one day. These fees may be amended as set forth in our rate and fee schedule. When a member account is overdrawn by \$5 or less by a debit card transaction, the resulting service fee will be reversed the following business day.

4. Member Repayment Responsibility. You agree your overdraft balance, including applicable overdraft fees, is due and payable upon demand. If there is more than one owner on an account, all owners are jointly and severally liable for repayment of the overdraft balance. If you fail to repay your overdraft balance within 10 days of notice from us, we may immediately suspend the overdraft service. Accounts may be closed for failure to repay overdraft balances and we may report account closures to consumer reporting agencies.

5. Member Opt-Out Right. The Credit Union offers the Courtesy Pay service as a service and convenience to members for incidental overdrafts. We do not encourage you to repeatedly overdraw your account. We encourage you to manage your finances responsibly. You may opt out of the Courtesy Pay service at any time by notifying the Credit Union verbally or in writing. The Credit Union may require that any verbal opt-out be confirmed in writing. You understand that by opting out of this service, the Credit Union may refuse to pay any check or item that is presented against an insufficient balance on your account and you will be responsible for any NSF/Returned Item fees. You are still responsible to pay any overdraft, even if you have opted out of the service.

6. Credit Union Contact. For any questions or to exercise your opt-out right from the Courtesy Pay service, you may call the Credit Union at 800-444-5858 or write Pacific NW Federal Credit Union, 12005 NE Erin Way, Portland, OR 97220.

## Courtesy Pay FAQs:

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### What is "Courtesy Pay?"

If you don't have enough money in your account to cover a purchase, Courtesy Pay may help by ensuring that your transaction is covered, even if you run short of funds in your account.

Recent Federal Regulation now **requires you to opt in** to receive Courtesy Pay service on your everyday, one time debit card and ATM transactions. Purchases through check, automatic payment or ACH (automatic clearing house) are not affected.

### What happens if I don't opt in?

If you do not opt in and do not have available funds in your checking or through overdraft protection, your everyday debit card transactions will be declined.

### Is there a cost to opt in?

No. There is no cost to opt in to Courtesy Pay. There is also no cost to use the service unless you need it. Should you need it, there is a \$30 overdraft fee for us to pay the item instead of declining the transaction.

### If I opt in, will my debit card purchases always go through?

Whether or not the transaction is paid will be at PNWFCU's discretion. We will make every attempt to pay the transaction, but there is no guarantee.

### How can I opt in?

In order to take advantage of this important member benefit you can opt in any one of these three easy ways:

1. Complete and return an opt in form by mail or bring it to your nearest branch, or
2. Complete the online opt in form in Account Access at [www.pnwfcu.org](http://www.pnwfcu.org), or
3. Call us at 1-800-444-5858, Monday through Friday, 8 a.m. to 6 p.m.

## 5 Tips to Help Avoid Overdrafts...

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As "Your Financial Partner for Life," PNWFCU encourages responsible management of our members' finances. Here are five tips that may help you avoid overdrafts:

### 1. Track your spending

Use a check register to write down every transaction on your account. Remember, outstanding transactions won't be included when you call to check your balance. Only a well-kept check register can reflect your true balance at any given time.

### 2. Sign up for overdraft protection

If you don't already have it, set up an overdraft protection plan to automatically transfer funds from other accounts to your checking in the event of an overdraft.

### 3. Check your balance often

Before making a purchase, check your balance online, anytime by logging in to Account Access, PNWFCU's online banking ([www.pnwfcu.org](http://www.pnwfcu.org)), or by calling TESS, our automated telephone teller (1-800-444-5858, option 7).

### 4. Set up free direct deposits

Direct deposit is a free service that PNWFCU offers our members. Having your paycheck automatically deposited into your checking account ensures you always have enough funds to cover the cost of your purchases. Establishing an emergency savings account and regularly depositing funds can also help cover unexpected expenses.

### 5. Sign up for free e-mail alerts in Account Access

Use Account Access' convenient e-mail alert option to help you keep in touch with your finances. You'll automatically receive an e-mail when your balance goes below an amount you specify.

### Questions?

Contact your local Member Service Representative at 1-800-444-5858, visit us online at [www.pnwfcu.org](http://www.pnwfcu.org) or stop by your nearest branch for more help with avoiding overdrafts.