

COURTESY PAY
takes the pressure out of
WRITING CHECKS



Main Office: 518-654-9028

Toll-Free: 1-800-824-0700

Fax: 518-654-9605

Audio Response: 518-654-7330

Virtual Branch Internet Banking & Bill PayIt: www.hrccu.org

LOAN EXPRESS: 1-800-824-0700 option 1

How to Make Courtesy Pay Work For You

Here are a few helpful tips to avoid exceeding your account balance, reserving Courtesy Pay when you really need it.

Keep Your Balance

Use Virtual Branch and Audio Response to track items that have cleared, and to make sure you have available funds to cover any new purchases or payments. Every item covered beyond your balance will be subject to the \$25 Courtesy Pay fee.

Confirm Check Holds

Hudson River Community Credit Union works to make your funds available as quickly as possible after a deposit, but there are a few cases where check holds apply. Electronic Deposits are available on the same day we receive the deposit.

Track Your Transactions

Each time you access your Courtesy Pay service through an overdrawn check or ACH transaction, there is a \$25 CP fee assessed per item.



Now You Have Added Protection Without the Extra Bookkeeping

If you use your Courtesy Pay, each item will appear on your monthly statement. HRCCU clears checks by check number and not by amount, so there may be multiple charges on a single statement. It is helpful to check balances through HRCCU's Virtual Branch Internet Banking program, Mobile MoneySM or Audio Response before writing several checks.



Example: Account with \$400 Courtesy Pay Limit:

Beginning Balance in Checking:	\$50.00
Available Transferable Balance in Share Savings:	\$20.00
Day 1: Check #1020 presented for payment:	\$150.00
Transfer CP Protection from savings (no fee):	\$20.00
Checking account balance:	-\$80.00
CP Privilege fee charged for payment of item:	\$25.00
Checking account balance:	-\$105.00
Day 2: Check #1021 presented for payment:	\$275.00
CP Privilege fee charged for payment of item:	\$25.00
Checking account balance:	-\$400.00
Day 3: No more available balance.	
Checks presented are returned.	

Opt Out Option

You can choose to opt out of the program at any time. Should you require the Courtesy Pay service at a later time, you can request to have it added back to your account.

Mistakes may happen –



but you can be covered by
Courtesy Pay



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(Revised August 30, 2010)

Keep Overdrafts Under Control with Courtesy Pay

Hudson River Community Credit Union's (HRCCU) Courtesy Pay (CP) Lets You Keep Small Oversights Small

Whether it's an honest mistake in balancing your checkbook, an unforeseen expense or a temporary shortfall, sometimes your balance can fall on the wrong side of zero. HRCCU can help you make sure that small concern won't get any bigger with Courtesy Pay.

With Courtesy Pay, HRCCU will honor an overdraft transaction up to a maximum preset limit of \$400 including fees. With no applications, no credit checks and no added worries on your part.

Who is Covered By Courtesy Pay

All you need is an eligible HRCCU Checking Account, be a member-in-good-standing, and meet CP qualifications. If you qualify, your Courtesy Pay amount (\$400 limit) will be automatically assigned based on your account type.

How Courtesy Pay Work

As long as your account remains in good standing, HRCCU will honor overdrafts up to the Courtesy Pay limit in your account. A \$25 Courtesy Pay (CP) fee for each overdraft transaction will be deducted from your account.

What To Do Upon Using Courtesy Pay

When a check or ACH transaction is presented that exceeds the balance in your account, the check or ACH transaction will be honored. This means that the merchant who received your check or debit transaction will be paid. Your account will be in the negative for the transaction amount plus the \$25 Courtesy Pay fee per item. You will then have 30 days to make a deposit to bring the account back into the positive for a minimum of 24 hours. The maximum CP limit is \$400.

Going Beyond the Overdraft Limit

Overdrafts above and beyond HRCCU's established limit may result in a check or checks or ACH being returned to the Payee. The Non-Sufficient Funds (NSF) fee of \$25 will be charged per item and assessed to your account.

Courtesy Pay and Multiple Accounts

Multiple HRCCU accounts for your household may be eligible. *If you have more than one HRCCU Checking*

account, you must opt-in in writing to Courtesy Pay for each checking account. Please note: You can opt-out of Courtesy Pay at any time.

How To Know If You Are Eligible For Courtesy Pay

A letter is sent out to members who qualify. Alternatively, you can verify your eligibility by contacting HRCCU at 1-800-824-0700.

Courtesy Pay Differs From Overdraft Protection

Courtesy Pay is not a loan but a courtesy extended to accounts that qualify. Overdraft Protection allows HRCCU to transfer available funds from your share savings account to your share draft/checking account for payment of presented share draft/checks at no cost to you (maximum 3 overdraft transfers per month). This automatically occurs prior to exercising the Courtesy Pay benefit which is fee based.

Courtesy Pay Has You Covered Everywhere You Go

Your HRCCU Checking account is more than just your checkbook and Courtesy Pay is there no matter how you access your money.

Check Writing

This is the most common use of Courtesy Pay and you don't have to do anything to take advantage of this service.

QUICK TIP: HRCCU clears checks by check number and ACH items are cleared in the order they are presented. Any check/ACH items presented after your balance is exceeded will be subject to the \$25 CP fee.

Checks that you deposit by mail, ATM or in-person may not immediately increase your balance. Commonly, two-to-five business day hold periods apply depending on whether the check is local or not. Please keep this in mind when writing checks so that you do not unintentionally incur the \$25 CP fee. The Courtesy Pay fee is there for your benefit – when you need it.

Electronic Payments

Courtesy Pay will not cover overdrawn payments made through Virtual Branch Internet Banking or other electronic transfers.

QUICK TIP: Use Direct Deposit to make sure your deposits are made before any scheduled payments go out.

Qualifications for Courtesy Pay*

Courtesy Pay is contingent on your HRCCU consumer checking account being open for at least sixty (60) days and thereafter you maintain the account in good standing, which includes at least:

- A. Making regular deposits consistent with your past practices.
- B. Depositing an amount equal to greater than the amount of discretionary overdraft privilege extended to your account and bringing your account to a positive balance within thirty (30) day period for a minimum of 24 hours.
- C. You are not in default on any loan greater than 30 days or other obligation to HRCCU.
- D. You are not subject to any legal or administrative order or levy.
- E. New HRCCU members must wait 60 days from their date of enrollment to participate in the Courtesy Pay program.

Accounts not fulfilling these obligations will have Courtesy Pay suspended.

*HRCCU will consider, as a discretionary courtesy and not a right or obligation, approving your reasonable overdrafts. This privilege for consumer checking accounts will generally be limited to a maximum of \$400 (without HRCCU Direct Deposit) overdraft (negative) balances. Any and all fees and charges, including without limitation the non-sufficient funds fees, continuous overdraft fees and interest charges (as set forth in our fee schedules and deposit account agreement and disclosure), will be included in these maximum limits.

In order to take advantage of HRCCU's Courtesy Pay Program, you must opt-in to the program in writing. Please fill out and sign the form below. If you have more than one checking account at HRCCU, and would like to have them covered by HRCCU's Courtesy Pay Program, you must fill out a form for each account. *Please note: You have the right to opt-out of Courtesy Pay at any time.*

HRCCU COURTESY PAY OPT IN/OPT OUT AGREEMENT

_____ **I want (Opt-In)** HRCCU to continue to authorize and pay overdrafts on my share draft (checking) account as outlined in HRCCU's Courtesy Pay guidelines. I understand that if I opt-in, when an item is presented and I do not have sufficient funds to cover payment, HRCCU may honor the transaction(s) and charge me a \$25.00 fee per item. *Please note: You have the right to Opt-out of Courtesy Pay at anytime.*

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Printed Name: _____

Date: _____

Signature: _____

Member Number: _____

Email Address: _____

Completed and signed forms may be faxed to 518-654-7234 or apply online @ www.hrccu.org and click on the Opt In button.

If you are faxing this form, PLEASE KEEP A COPY OF YOUR COMPLETED FORM FOR YOUR RECORDS. THE COPY SERVES AS CONFIRMATION OF YOUR DECISION TO OPT-IN/OPT-OUT OF COURTESY PAY.

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Printed Name: _____

Date: _____

Signature: _____

Member Number: _____

Email Address: _____

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