



## Avoid Overdrafts and Overdraft Fees

### What is an overdraft?

**[A]** An overdraft occurs when the available balance in your checking account is not enough to cover a transaction. Available balance is the amount you have in your account, less the transactions that have not yet been processed.

### How does Dupaco cover an overdraft?

**[A]** Dupaco can cover your overdrafts in two different ways:

1. Automatic overdraft fund transfers from savings to checking, and
2. Overdraft Privilege<sup>1</sup>

### How does Overdraft Privilege work?

**[A]** When you do not have the funds available in your account to cover a transaction, Dupaco's Overdraft Privilege service may authorize and pay overdrafts for the following types of transactions:

- Checks and other transactions made using your checking account number,
- ACH automatic bill payments, and
- At the member's written request, ATM and debit card (MoneyCard) transactions

All overdrafts are paid 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 Dupaco pays my overdraft?

**[A]** If you use Overdraft Privilege, you will be charged a fee of up to \$28<sup>2</sup> each time we pay an overdraft. You are limited to 5 overdrawn transactions per day with total daily fees of up to \$140.

If you use automatic overdraft fund transfers from your savings<sup>3</sup>, you will not incur an overdraft fee.

### What happens when an overdraft occurs on a checking account?

**[A]** Dupaco will do one of the following:

- Automatically transfer funds from a savings account, provided you previously designated an account for transfers and funds are available.
- Take your checking account balance below zero, assess the overdraft charge, and honor the check or transaction amount, provided you are enrolled in Overdraft Privilege.
- Return the check to the merchant or payee as "unpaid due to non-sufficient funds".

### What does "unpaid due to non-sufficient funds" mean?

**[A]** When you don't have the funds available in your account to cover a transaction, you may be charged a non-sufficient fund (NSF) fee. If this payee is a merchant and you have paid with a check, the check will be returned to the payee, and the merchant may add a returned check fee. The returned check fee may range from \$25 to \$50. In many cases, the merchant will then make a second attempt to cash the check and the cycle of fees and charges is repeated.

### How can I avoid non-sufficient funds (NSF) and Overdraft Privilege fees?

**[A]** Take measures to avoid fees:

1. **Keep a register** and track all your purchases, ATM withdrawals and deposits. Anything that would affect your account balance should be written down in your register. Doing so will let you know your available balance at any given time. If your balance shows an additional purchase will put your account balance negative, consider that you may incur fees if you proceed with the purchase. **Note:** Check and MoneyCard-sized registers are available for free at Dupaco.

**2. Set up available funds transfers,** which will automatically transfer funds from a savings account should your balance become low in your checking account. To do this, you'll need to give Dupaco permission. If the funds are available to transfer from your savings and you have signed up for this service, you may avoid unnecessary fees.

**3. Set up "balance below" alerts within Shine Online Banking** to let you know via email and/or text alert that the balance in any designated account has dropped to a certain level. Alerts may help you avoid fees by reminding you to transfer money or hold off additional purchases until a deposit is made. You can also set up deposit and other alerts within Shine.

**4. Monitor your transactions by reviewing your accounts** in Shine Online and Mobile Banking or reviewing your monthly statements. By doing so, you will be able to determine which transactions cleared your account and any service fees you may have incurred. Shine Online and Mobile Banking offers you immediate, real-time account information. If you would like to learn how to access your accounts online, simply visit [dupaco.com/shine](http://dupaco.com/shine) or contact Dupaco.

**5. Budget!** To help you get a handle on your expenses vs. income, set up a budget. Shine Online Banking can suggest a budget based on your account history. You can modify this budget or build a new budget within Shine. Or start with a basic budget worksheet, available for free at any Dupaco location.

## Need additional assistance?

Contact Dupaco for a free **Money Makeover** where we'll sit down with you, one-on-one, and review your complete financial picture and help you determine ways to plug spending leaks and save more.

<sup>1</sup> Eligibility requirements apply. Dupaco reserves the right to require you to pay an overdraft immediately or on demand. Whether your overdrafts will be paid is discretionary and we reserve the right not to pay overdrafts created by any type of transaction. For example, we typically do not pay overdrafts if your account is not in good standing or you are not making regular deposits or you have too many overdrafts.

<sup>2</sup> Fee subject to change.

<sup>3</sup> Funds will be transferred from savings to checking in the exact amount (to the available limit) to cover the overdraft. Automated overdraft fund transfers exceeding six per month will be subject to a fee.



For more information on avoiding non-sufficient funds fees or overdraft policies, visit [dupaco.com/overdrawn](http://dupaco.com/overdrawn) or contact Dupaco at 800-373-7600.