



Avoid Overdrafts and Overdraft Fees

What is an Overdraft?

[A] An overdraft occurs when you do not have enough money in your account to cover a transaction. Although there are many reasons why your account might become overdrawn, most overdrafts result from the following:

- a) You write a check, swipe your debit card or initiate an electronic funds transfer in an amount that exceeds the amount of funds available in your account;
- b) You deposit a check or other item into your account and the item is returned unpaid, which causes a negative balance in your account once your balance is reduced by the amount of the returned check;
- c) You have inadequate funds in your account when we assess a fee or service charge; or
- d) You initiate a transaction before funds deposited into your account are “available” or “finally paid” according to our Funds Availability Policy. For example, if you deposit a check into your account, the proceeds of that check may not be available to you for up to five days after you deposit the check. If you do not have sufficient funds in your account— independent of the check—to cover the transaction, you will incur an overdraft.

What fees will I be charged if Dupaco pays my overdraft?

[A] For each overdraft item, we will charge the standard per item Overdraft/NSF Fee set forth in our fee schedule (currently \$28.00)². In addition, under our standard overdraft practice, there is a business day combined maximum of five (5) Overdraft/NSF Fees that we can assess your account. If you use automatic overdraft fund transfers from your savings³, you will not incur an overdraft fee.

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 Privilege¹

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. (Read “How does Overdraft Privilege work?” below.)
- Return the transaction(s) to the merchant or payee as “unpaid due to non-sufficient funds”.

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 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 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, or online at www.dupaco.com/budgeting.

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.

Overdraft Privilege (ODP) is a discretionary service that a customer may opt-out of any time by notifying a Service Representative. For each overdraft we pay, we will charge the standard per item overdraft fee set forth in our fee schedule (currently \$28.00). ODP applies to a variety of transactions, including checks and other transactions made using your checking account number, automatic bill payments, ATM transactions and everyday debit card transactions; however, on consumer accounts we will not include ATM and everyday debit card transactions within our ODP Program without first receiving your affirmative consent to do so. Furthermore on consumer accounts absent your affirmative consent, ATM and everyday debit card transactions generally will not be paid under ODP. The amounts of any overdrafts, including our fees, are due and payable immediately or on demand. We can refuse to pay any overdraft for any reason.



For more information on avoiding non-sufficient funds fees or overdraft policies, visit

dupaco.com/checking

or contact Dupaco at 800-373-7600.