



# Courtesy Pay Service Request Form

What you need to know about overdrafts and overdraft fees

An overdraft occurs when the available balance in your account isn't enough to cover a transaction, but as a service to you we pay it anyway. The available balance is your account balance minus any holds and/or pending transactions. This notice explains our standard overdraft practice and our other overdraft protection options.

**1. Courtesy Pay:** Our standard overdraft practice, known as Basic Courtesy Pay, comes with your account. We also offer Complete Courtesy Pay which includes additional coverage and requires you to opt-in. With both options, we may cover the overdraft and charge your account a Courtesy Pay fee. A fee is charged only if Courtesy Pay is accessed.

**2. Automatic Transfers:** We also offer other overdraft protection options, such as a link to a savings account, which may be less expensive than Courtesy Pay. To learn more, ask us about available options.

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.

**Basic Courtesy Pay:** What are the standard overdraft practices that come with my account? Basic Courtesy Pay is extended 60 days after account opening to all eligible checking accounts.

With Basic Courtesy Pay, we do authorize and pay overdrafts for the following types of transactions:

- Checks and other transactions made using your checking account number
- Automatic payments (ACH) and other electronic funds transfers

With Basic Courtesy Pay we do not authorize and pay overdrafts for the following types of transactions:

- Everyday debit card transactions
- ATM transactions

**Complete Courtesy Pay:** What if I want Sound Credit Union to authorize and pay overdrafts on my ATM and everyday debit card transactions? By opting-in to Complete Courtesy Pay, we do authorize and pay overdrafts for the following types of transactions:

- Checks and other transactions made using your checking account number
- Automatic payments (ACH) and other electronic funds transfers
- Everyday debit card transactions
- ATM transactions

**You can opt-in or opt-out through one of the following methods:**

- **Call:** 253.383.2016 or 800.562.8130
- **Online:** Visit soundcu.com, login to Digital Banking and select Courtesy Pay Settings under the Additional Services tab
- **Mail:** Complete the form below and mail to Sound Credit Union, PO Box 1595, Tacoma, WA 98401
- **In Person:** Complete the form below and present it at any Sound Credit Union branch

**What fees will I be charged if Sound Credit Union pays my overdraft with Courtesy Pay?**

- We will charge you a \$32 fee each time we pay an overdraft item greater than \$5.
- There is a daily maximum of five (5) fees per day for overdrawing your account.

## COURTESY PAY SERVICE REQUEST FORM

**Opt-in to Complete Courtesy Pay:** I do want Sound Credit Union to authorize and pay overdrafts on my ATM and everyday debit card transactions.

**Opt-out of Complete Courtesy Pay (retain Basic):** I do not want Sound Credit Union to authorize and pay overdrafts on my ATM and everyday debit card transactions. Sound Credit Union will continue to authorize and pay overdrafts on my check and automatic payment transactions.

**General Courtesy Pay Opt-out:** I do not want Sound Credit Union to authorize and pay overdrafts for any type of transaction on my account.

**Printed Name** \_\_\_\_\_ **Account No.** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_