

B. Such transfers will be made MANUALLY by credit union personnel if the need to cover a draft is evident, or AT THE REQUEST OF THE MEMBER if he or she anticipates writing a draft for a large amount.

C. AUTOMATIC transfers to Share-Draft accounts are intended to be made ONLY from Regular shares and WILL NOT reduce balances thereof below pledges on loans; nor will transfers AUTOMATICALLY be made from Christmas Clubs or Special Savings. Requested transfers can be from any account BUT Christmas Clubs.

*2. Frequency Allowed:*

A. During any calendar month, a data processing system transfer from available Regular Shares will be made free of charge to cover a maximum of two (2) Credit Union Share Drafts presented without funds in a member's Share Draft Account.

B. If the frequency of AUTOMATIC transfers exceeds two (2) per month, a CHARGE PER TRANSFER DAY OF \$10.00 will be assessed and the draft will be paid when presented in this manner.

### G. Dividends, Life Insurance, and Fees

1. Dividends will be paid on Share-Draft accounts, based on the following considerations:

A. The minimum balance printed elsewhere in this policy is continuously maintained.

B. The frequency will be monthly and posted at the end of each monthly dividend period.

C. As with all Credit Union dividends, share-draft dividends will be subject to the availability of current earnings.

2. There will be no life insurance provided on share-draft accounts.

3. As long as the member maintains a CONTINUOUS minimum balance of \$100 in a REGULAR SHARE account, the member's share draft account privileges are FREE, regardless of the share draft account balance.

4. All other fees are set forth in the accompanying "Fee Schedule."

### H. Closing the Share-Draft Account

1. If the member no longer needs the share draft account, the member should close it rather than be subjected to inactive monthly share-draft fees (\$2 per month.)

2. The Share draft account can be closed by the credit union if the member presents a draft for clearing with non-sufficient funds on deposit (NSF) more than three (3) times within a calendar quarter.

### I. Stop Payment Policy

1. A member may inform the Credit Union in person, by phone, or by mail not to pay a certain draft or range of drafts. The credit union must obtain a SIGNATURE on the proper form, however, within 7 days of the stop-payment request.

2. Such an order usually will not be searched by the credit union's processor until the DAY AFTER the request, (has to be received by 10 a.m. for that day's work) and it will generally be stored for a period of six months in the computer of the share-draft processor. These details will be confirmed upon occurrence.

3. The credit union's liability is limited to only the amount of the draft, and then only in cases of negligence. The member bears all fees and costs.

### J. Debit Card Policy

1. Any member in good standing may request debit card privileges with access to ATM machines and Point-of-Sale transactions. (Please see accompanying debit card information sheet, the "Educator" for procedures.)

2. All policies which apply to draft accounts also apply to the debit card program.

3. ATM cash withdrawals currently incur a fee of .50 each by the credit union to help defray costs, and members will pay any ATM fees at time of withdrawal to the financial institution who services the machine. Some ATM owners do not charge. All ATM's at SHEETZ gas stations ARE FREE, for example.

## SHARE DRAFT DIVIDENDS and FEE SCHEDULE

### I. Dividends

Until further notice, dividends will be .5% based on the low monthly balance; if the lowest average daily balance during the month is \$1000 or more. The dividend amount is subject to change and will be posted at the end of each month.

### II. Maintenance Fees—Minimum Balance & Inactivity

A share draft account will be FREE if the member maintains a continuous \$100 balance in his or her regular-shares account.

A. If the REGULAR SHARES account balance falls below the \$100 required, a monthly fee of \$5 will be assessed on the SHARE DRAFT account.

B. If the share-draft account becomes inactive—less than three transactions per month, a monthly fee of \$2 will be assessed on the share draft account.

### III. Transfer Fees

Usually, transfers between accounts will be free; however, during any calendar month, if more than (2) two drafts are presented without funds on deposit, a fee of \$10 per day will be assessed for the additional manual transfers after the first two. Drafts will still be paid when presented in this manner.

### IV. Cost of Drafts (Checks)

This credit union will provide duplicate checks. The current price is about \$8-\$9 per 150 duplicate checks. The first order per member is FREE, as are checks to members over age 55 (2 boxes per year). Subsequent orders will be paid for by the member, as will the costs for special types of drafts, stamps, shipping, and leather covers.

### V. FEE SCHEDULE

A. Copy of cancelled draft	1.00-1.50
B. Stop payment order	10.00
C. NSF Check returned	25.00
D. Copy of statement	3.00
E. Minimum Balance (p. II above)—per mo.	5.00
F. Inactive Fee (p. II above)—per month	2.00
G. Excessive Manual Transfer (p. II)—per day	10.00

WYOMING COUNTY SCHOOL  
EMPLOYEES  
FEDERAL CREDIT UNION

presents its

## SHARE DRAFT POLICY

for its members

who would like to have . . .

- ◆ FREE CHECKING (Share-Drafts)
- ◆ INTEREST-BEARING CHECKING
- ◆ FREE FIRST ORDER OF CHECKS
- ◆ FREE CHECKS TO MEMBERS OVER AGE 55
- ◆ PAYROLL-DEDUCTED SHARE-DRAFT DEPOSITS
- ◆ ELECTRONIC FUNDS TRANSFERS
- ◆ NCUA SHARE-INSURED FUNDS
- ◆ THE CONVENIENCE OF CHECKCASHING NEAR THEIR WORKPLACE,
- ◆ AUTOMATIC TRANSFERS FROM SAVINGS TO CHECKING, and
- ◆ DEBIT CARD (MASTERMONEY CARD) PRIVILEGES

and, who

- \* can live with truncated drafts
- \* will write at least three drafts per month
- \* think the Credit Union's hours are sufficient
- \* keep accurate records

Your savings insured to \$100,000

# NCUA

National Credit Union Administration,  
a U.S. Government Agency

### Wyoming Co. School Employees Federal Credit Union

\*\* PO BOX 484, 99 COLLEGE AVE  
FACTORYVILLE, PA 18419

PHONE: 570-945-4000  
FAX: 570-945-3978

\*\* 130 N. BRIDGE STREET  
TUNKHANNOCK, PA 18657

PHONE: 570-836-4809  
FAX: 570-836-4806

# Wyoming County School Employees FCU

## SHARE-DRAFT POLICY

### I. Purpose

The purpose of this share-draft policy statement is to set forth operating procedures to guide the administration of the share-draft policy of the Wyoming County School Employees Federal Credit Union. The procedures set forth in this statement are approved by the board of Directors and are to be followed by the Secretary/Treasurer and the office personnel, as appropriate, when implementing the share-draft program.

### II. Basic Philosophy

With respect to share drafts, the basic philosophy of this credit union is to provide members with a no-cost “checking account” as long as the member follows a few basic, sound business practices with respect to the upkeep of his or her account.

### III. General Description

The share-draft program is a demand deposit system for our members. In other words, it is like a bank’s checking account or a NOW account—except it’s much better! A member will be allowed to open a share-draft account if he or she maintains a regular shares account, (no fee for share draft account with \$100 balance minimum in regular shares) intends to use the account for at least three or more transactions per month, and also plans to use the account responsibly and in accordance with the provisions of this policy.

The credit union will provide member share-draft clearing and monthly statements. It will also accept direct deposits from payroll or through ACH transmissions for deposits in the member’s account.

It will also administer charges to the member if and when necessary in accordance with a pre-determined schedule furnished to the member. The credit union will also provide for the cashing of member drafts during normal business hours.

In all instances, the member share drafts will be truncated; i.e., the drafts will not be returned to the member. Microfilmed copies of the drafts will be available for a fee (\$1-\$3 EACH) from Mid-Atlantic Corporate FCU, the credit union’s draft-clearing agent. All initial orders for drafts must be approved by the credit union; the initial order of drafts for each member will be furnished at no charge.

In addition, the share-draft account will be designed to earn a dividend for a member who maintains a predetermined balance.

Share-draft account holders will also be afforded the courtesy of check-cashing—to a maximum daily amount of \$1,000 (limits may be changed) and as discussed elsewhere in this policy.

### IV. Operating Guidelines

#### A. Opening the Account

1. Member must complete a signature card which will provide the credit union with not only authorized signatures, but other information such as important telephone numbers, overdraft transfer information, and methods of deposit.
2. Members must select a style of duplicate checks (drafts) and complete an order form.
  - a. The current cost of an order for 150 checks is about \$8-\$17; the credit union will pay for the member’s first order of basic drafts.
  - b. Member account is open when member takes physical control of checks.
  - c. Members over age 55 are entitled to free drafts (limit of 2 boxes per year) in a basic club style. Members will pay difference for other more expensive styles.
3. Member must make a deposit in draft account.
4. The draft account is numbered with a 99 or 98 suffix.

#### B. Maintaining the Account

1. Member must carefully maintain his or her account balance. Mathematical errors can be costly!
2. Member must reconcile his or her account each time the monthly statement is published.
3. Drafts SHOULD ALWAYS be written with a non-erasable ball point pen.

### C. Making Deposits in the Account:

1. **PAYROLL**—part (or almost ALL, for that matter) of member’s paycheck may be deposited to the draft account—member decides.
  - a. If member deposits ALL of paycheck, the credit union is ready to “cash a check” for the account holder.
  - b. Because credit union will have check-cashing facility for members, “split deposits” will be possible—the member can deposit a portion of any check and have a desired amount returned in cash—to a maximum prescribed by policy. (Normally, \$1,000)
2. **ORDINARY DEPOSITS**—The member can present cash (in person) or a check (in person, by mail or drop slot at either office) for deposit in ANY credit-union account, including Regular, Christmas, or Special Shares, and Share-Draft accounts. Of course, CASH SHOULD NEVER BE MAILED!
3. **DIRECT DEPOSIT**—Members who have a recurring deposit from a source such as Social Security, PSERS, or payroll, etc., can have their deposits electronically transmitted to credit-union accounts through our ACH agent.
4. **TRANSFERS**—can be made from a regular share account; a telephone call is all that is needed to accomplish such a transfer and there is no charge for such a request.

### D. Cashing Drafts or Other Checks:

1. Member drafts will be cashed, subject to a maximum daily cash payout of \$1,000.
2. When a member deposits part of a large check in credit-union account(s) and takes part of the check in cash, the cash payout is also subject to a maximum of \$1,000.

### E. Funds Availability

1. Generally speaking, funds will be available to members from any account on the SAME BUSINESS DAY a deposit is received by the credit union.
  - A. Every day this credit union is open is considered a business day. If a member makes a deposit before 4:30 p.m. on a business day, that will be the date of deposit. If a deposit is made after 4:30

p.m. or on a day when the credit union is not open (through the mail, for example), such a deposit will be considered as made on the next business day upon which the deposit is received.

#### B. Payroll-deducted Deposits:

1. Funds will be made available no later than the business day FOLLOWING the date the funds ARE RECEIVED from the employer by the Credit Union. The date the funds are deducted from employee checks IS IRRELEVANT.
2. Members who change payroll deductions for various reasons with respect to Credit Union accounts should be particularly careful about the EFFECTIVE DATES of such changes regarding their share-draft accounts.

#### 2. Longer Delays in Funds Availability

- A. *There may be a time when funds are not immediately available to the member:*
  1. If Credit Union personnel believe a check the member deposited will not be paid.
  2. If the member deposits a check that has been returned unpaid.
  3. If the check being deposited is one on which the drawer is unknown or the drawee is out of state.
  4. If the member has overdrawn his or her account repeatedly in the last six months.
  5. If there is such an emergency, such as the failure of communication or computer equipment.
- B. *Notification of such a longer delay will be given to the member.*
  1. Verbally, if the member is still on the premises.
  2. By mail, no later than one day after the member leaves the premises.
  3. The member will also be informed as to when the funds WILL become available; which will generally be no later than (five) 5 business days after the day of the deposit in question.

### F. Transfer Policy

1. *Intent:*
  - A. Whether it is initiated by phone or in writing, a transfer between member accounts is a courtesy extended to members. In the case of a share-draft account transfer, the intent is to provided protection in the event of a mathematical error or an emergency which prevents the member from contacting the Credit Union.