

Automatic Transfer or Payment Authorization



PO BOX 500, Richland, WA 99352-0500 • PHONE: 509.378.3100 or 888.946.4372 • gesa.com

PURPOSE

New Date Changed
 Cancel Frequency Changed
 Amount Changed

FREQUENCY (Checking/Savings only - Loan payments must be monthly)

Single Monthly Annually
 Biweekly Quarterly

Start Date: _____ Amount: _____
 Additional Amount to Principal (loan only): _____

*** YOU MUST BE THE OWNER ON BOTH FROM AND TO ACCOUNTS ***

FROM

Gesa Credit Union, 51 Gage Blvd,
 Richland, WA 99352
ABA Routing #: 325181248

OR Financial Institution Name _____ Street Address _____

Acct # _____ Checking Savings
 City/State/Zip _____ ABA Routing # _____ Acct # _____

TO

Gesa Credit Union, 51 Gage Blvd,
 Richland, WA 99352
ABA Routing #: 325181248

OR Financial Institution Name _____ Street Address _____

Acct # _____ Checking Savings Loan
 City/State/Zip _____ ABA Routing # _____ Acct # _____

**PLEASE ATTACH A COPY OF A VOIDED CHECK TO THIS FORM IF TRANSFER IS TO OR FROM ANOTHER FINANCIAL INSTITUTION.
 (Prenote is required if check copy is not available)**

Member Name (Printed): _____ **Phone #:** _____

Member Signature: _____ **Date:** _____

By signing this form I authorize the above transactions and agree to all terms and conditions listed at the bottom of this form.

TERMS AND CONDITIONS

- This authorization is to remain in effect until Gesa has notification from an account owner of its termination in such time and manner as to afford Gesa and FINANCIAL INSTITUTION a reasonable opportunity to act on it. If transfer is to an account other than a Gesa loan, you must contact Gesa when you wish the transfer discontinued, to ensure a complete stop of funds transfer.
- I understand all ACH entries transmitted by myself and Gesa are bound by the NACHA Operating Rules; I have authorization to debit or credit the account at the receiving financial institution.
- I agree not to violate the laws of the U.S. by generating transactions to any account blocked by the Office of Foreign Asset Control.
- The amount of a preauthorized transfer is credited as of the date the funds for the transfer are received. Gesa will make every effort to process, transmit and settle for transactions, but is not liable for any inconsequential special, punitive or indirect loss or damage if the transaction is delayed.
- I understand that if the account number and name on the transaction are inconsistent, the receiving financial institution may credit/debit the account solely on the account number.
- I agree to maintain an account with available funds to cover any credit entries transmitted on my behalf; or fund any returns received for prior debit entries transmitted on my behalf; or fund any returns received for prior debit entries transmitted by Gesa during the term of the agreement. Gesa may debit any account maintained by me to satisfy amounts owed.
- If the transfer is for a loan payment, I authorize Gesa to transfer the specified amount each month on the scheduled date to be used to pay accrued interest first and then to apply against the principal balance. The last transfer, while not exceeding the total authorized amount, will be sufficient to cover accrued interest and the remaining balance.
- I authorize Gesa to adjust this transfer to reflect periodic changes (if applicable) in my loan payment. I understand that I must continue to remit my periodic payment by other means until such time as automatic payment begins.
- The interest rate charged on my loan will be reduced by _____ so long as this automatic transfer is maintained and there are available funds for transfer each month. (Does not apply to First Mortgage loans, home equity loans, home equity lines of credit, overdraft lines of credit, personal lines of credit, share loans, term share loans and employee clothing loans.)
- I am responsible and hold Gesa harmless for all fees against my account(s) as a result of this agreement. Gesa does not condition an extension of credit to a consumer on the repayment of loans by preauthorized EFT except for credit extended under an overdraft credit plan or extended to maintain a specified minimum balance in the account.
- Funds for this transfer will be available in the account I designated for my next scheduled payment. I am aware that the date I have scheduled payments to be made is the same date that funds will be pulled from my account. If there are not sufficient funds in my account on the date my payment is scheduled, overdraft protection sources available to the originating account will be utilized and the applicable fee charged to my account.

1 COPY TO GESA CREDIT UNION 1 COPY TO MEMBER

Employee: _____ Date: _____

ELECTRONIC FUND TRANSFERS YOUR RIGHTS AND RESPONSIBILITIES

Indicated below are types of Electronic Fund Transfers we are capable of handling, some of which may not apply to your account. Please read this disclosure carefully because it tells you your rights and obligations for the transactions listed. You should keep this notice for future reference.

Electronic Fund Transfers Initiated By Third Parties. You may authorize a third party to initiate electronic fund transfers between your account and the third party's account. These transfers to make or receive payment may be one-time occurrences or may recur as directed by you. These transfers may use the Automated Clearing House (ACH) or other payments network. Your authorization to the third party to make these transfers can occur in a number of ways. For example, your authorization to convert a check to an electronic fund transfer or to electronically pay a returned check charge can occur when a merchant provides you with notice and you go forward with the transaction (typically, at the point of purchase, a merchant will post a sign and print the notice on a receipt). In all cases, these third party transfers will require you to provide the third party with your account number and credit union information. This information can be found on your check as well as on a deposit or withdrawal slip. Thus, you should only provide your credit union and account information (whether over the phone, the Internet, or via some other method) to trusted third parties whom you have authorized to initiate these electronic fund transfers. Examples of these transfers include, but are not limited to:

- **Preauthorized credits.** You may make arrangements for certain direct deposits to be accepted into your checking or savings account(s).
- **Preauthorized payments.** You may make arrangements to pay certain recurring bills from your checking account(s).
- **Electronic check conversion.** You may authorize a merchant or other payee to make a one-time electronic payment from your checking account using information from your check to pay for purchases or pay bills.
- **Electronic returned check charge.** You may authorize a merchant or other payee to initiate an electronic funds transfer to collect a charge in the event a check is returned for insufficient funds.

Call-24 Telephone Transfers - You may access your account by telephone 24 hours a day at (509) 943-0146 using your personal identification number, a touch tone phone, and your account numbers, to transfer funds, make payments, or get account information. Please see separate brochure for more details.

Account Access at ATMs - types of transfers, dollar limitations, and charges - You may use your ATM card or Gesa Debit Card and personal identification number (PIN) to initiate transactions at ATMs of ours, ATMs within the networks identified on your card, and such other facilities as we may designate from time to time. At present, you may use your card and PIN to:

- Make deposits to your savings and checking account(s).
- Withdraw cash from your savings and checking account(s).
 - You may withdraw no more than \$500.00 per day.
- Transfer funds between your savings and checking account(s).
- Obtain balance information for your savings and checking account(s).

Some of these services may not be available at all terminals.

We will charge you a fee for each deposit, withdrawal, transfer, or balance inquiry made at any non-proprietary ATM in excess of four transactions per month. Please refer to our separate fee schedule for additional information about charges.

Transactions at Gesa owned ATMs with Gesa ATM/Debit Cards will be fee free.

Types of Gesa Debit Card Transactions - You may use your Gesa Debit Card and personal identification number (PIN) at point-of-sale (POS) terminals within the networks identified on your card. You may access your checking account(s) to purchase goods (in person, online, or by phone), pay for services (in person, online, or by phone), get cash from a merchant, if the merchant permits, or from a participating financial institution, and do anything that a participating merchant will accept.

Debit Card Transactions - dollar limitations and charges -

- you may not exceed \$10,000.00 in transactions per day, unless otherwise disclosed to you. Restricted limits may be temporarily imposed in the event of fraud or compromise.
- we do not charge any fees for POS transactions

Online Computer Transfers and charges - You may access your account(s) by computer over the Internet using your user name and password, to:

- transfer funds from checking to checking
- transfer funds from checking to savings
- transfer funds from savings to checking
- transfer funds from savings to savings
- transfer funds from line of credit to checking
- transfer funds from line of credit to savings
- make payments from checking to loan accounts with us
- make payments from savings to loan accounts with us
- transfer funds from your account to another person's account at the credit union
- make external transfers to or from an account at another financial institution

The following limits will go into effect on February 1, 2015 for external transfers. For the first thirty days after enrolling in bill pay, the maximum amount of any one transfer is \$500. The daily limit for all transfers in a single day is \$500. After thirty days, the maximum amount of any one transfer is \$5,000 with a maximum amount for all transfers in a single day of \$5,000.

- get information about:
 - the account balance of savings and checking accounts, loans, certificate accounts, and IRAs
 - history on your accounts

You must maintain a valid Gesa account to use this service. If you close your account your online access will be terminated.

Bill Payer Computer Transfers -

With Bill Payer Service you can make payments from checking accounts to third parties. See our fee schedule for any fees associated with Bill Payer. You must maintain a valid Gesa checking account to use this service. If you close your checking account your access to Bill Pay Service will be terminated.

External Transfer Limits Effective - For the first thirty days after enrolling in bill pay, the maximum amount of any one transfer is \$500. The daily limit for all transfers in a single day is \$500. After thirty days, the maximum amount of any one transfer is \$5,000 with a maximum aggregated amount for all transfers in a single day of \$5,000.

Mobile Banking Transfers - types of transfers, dollar limitations, and charges - You may access your account(s) through the browser on your mobile device at our mobile website or through our Mobile Banking App by using your user name and password, to:

- transfer funds from checking to checking
- transfer funds from checking to savings
- transfer funds from savings to checking

- transfer funds from savings to savings
- make payments from checking to loan account(s) with us
- make payments from checking to third parties using the Bill Payer Service
- see our fee schedule for any fees associated with Bill Payer
 - make payments from savings to loan account(s) with us
 - transfer funds from your account to another person's account at the credit union if permitted by the credit union
- get information about:
 - the account balance of savings and checking accounts, loans, certificate accounts, and IRAs
 - history on your accounts

You must maintain a valid Gesa account to use this service. If you close your account your mobile banking access will be terminated.

Person to Person Transfers - Using a browser enabled device and your debit card you may transfer funds from the associated account to another person using Gesa P2P Express transfer service. You may also receive funds from another person who is using this service. You may not originate transfers of more than \$400 per day, and no single transfer may exceed \$250. More restrictive limits may be temporarily imposed for security purposes. A fee may be charged for this service and will be disclosed at the time of the transaction.

You must maintain a valid Gesa account to use this service. If you close your account your access to Person to Person Transfers will be terminated.

OTHER FEES

- We do not charge for direct deposits to any type of account.
 - We do not charge for preauthorized payments from any type of account.
- Except as indicated elsewhere, we do not charge for these electronic fund transfers.

ATM Operator/Network Fees. When you use an ATM not owned by us, you may be charged a fee by the ATM operator or any network used (and you may be charged a fee for a balance inquiry even if you do not complete a fund transfer).

DOCUMENTATION

- **Terminal transfers.** You can get a receipt at the time you make a transfer to or from your account using an automated teller machine or point-of-sale terminal. However, you may not get a receipt if the amount of the transfer is \$15 or less.
- **Preauthorized credits.** If you have arranged to have direct deposits made to your account at least once every 60 days from the same person or company, you can call us at (509) 378-3100 to find out whether or not the deposit has been made.
- **Periodic statements.**
 - If you do not have a checking account with us, you will get a quarterly account statement from us for your savings account.
 - If you have a checking account with us, you will get a monthly account statement from us for your checking and savings accounts.

PREAUTHORIZED PAYMENTS

- **Right to stop payment and procedure for doing so.** If you have told us in advance to make regular payments out of your account, you can stop any of these payments. Here is how:

Call or write us at the telephone number or address listed in this brochure in time for us to receive your request 3 business days or more before the payment is scheduled to be made. If you call, we may also require you to put your request in writing and get it to us within 14 days after you call.

Please refer to our separate fee schedule for the amount we will charge you for each stop-payment order you give.

- **Notice of varying amounts.** If these regular payments may vary in amount, the person you are going to pay will tell you, 10 days before each payment, when it will be made and how much it will be. (You may choose instead to get this notice only when the payment would differ by more than a certain amount from the previous payment, or when the amount would fall outside certain limits that you set.)
- **Liability for failure to stop payment of preauthorized transfer.** If you order us to stop one of these payments 3 business days or more before the transfer is scheduled, and we do not do so, we will be liable for your losses or damages.

FINANCIAL INSTITUTION'S LIABILITY

Liability for failure to make transfers. If we do not complete a transfer to or from your account on time or in the correct amount according to our agreement with you, we will be liable for your losses or damages. However, there are some exceptions. We will not be liable, for instance:

- (1) If, through no fault of ours, you do not have enough money in your account to make the transfer.
- (2) If you have an overdraft line and the transfer would go over the credit limit.
- (3) If the automated teller machine where you are making the transfer does not have enough cash.
- (4) If the terminal or system was not working properly and you knew about the breakdown when you started the transfer.
- (5) If circumstances beyond our control (such as fire or flood) prevent the transfer, despite reasonable precautions that we have taken.
- (6) There may be other exceptions stated in our agreement with you.

CONFIDENTIALITY

We will disclose information to third parties about your account or the transfers you make:

- (1) where it is necessary for completing transfers; or
- (2) in order to verify the existence and condition of your account for a third party, such as a credit bureau or merchant; or
- (3) in order to comply with government agency or court orders; or
- (4) if you give us written permission.

UNAUTHORIZED TRANSFERS

(a) Consumer liability.

- **Generally.** Tell us AT ONCE if you believe your card and/or code has been lost or stolen, or if you believe that an electronic fund transfer has been made without your permission using information from your check. Telephoning is the best way of keeping your possible losses down. You could lose all the money in your account (plus your maximum overdraft line of credit). If you tell us within 2 business days after you learn of the loss or theft of your card and/or code, you can lose no more than \$50 if someone used your card and/or code without your permission.

If you do NOT tell us within 2 business days after you learn of the loss or theft of your card and/or code, and we can prove we could have stopped someone from using your card and/or code without your permission if you had told us, you could lose as much as \$500.

Also, if your statement shows transfers that you did not make, including those made by card, code or other means, tell us at once. If you do not tell us within 60 days after the statement was mailed to you, you may not get back any money you lost after the 60 days if we can prove that we could have stopped someone from taking the money if you had told us in time.

If a good reason (such as a long trip or a hospital stay) kept you from telling us, we will extend the time periods.

- **(b) Contact in event of unauthorized transfer.** If you believe your card and/or code has been lost or stolen, call or write us at the telephone number

or address listed in this brochure. You should also call the number or write to the address listed in this brochure if you believe a transfer has been made using the information from your check without your permission.

ERROR RESOLUTION NOTICE

In Case of Errors or Questions About Your Electronic Transfers, Call or Write us at the telephone number or address listed in this brochure, as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than 60 days after we sent the FIRST statement on which the problem or error appeared.

- (1) Tell us your name and account number (if any).
- (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information.
- (3) Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within 10 business days.

We will determine whether an error occurred within 10 business days (5 business days for Gesa Debit Card point-of-sale transactions processed by Visa and 20 business days if the transfer involved a new account) after we hear from you and will correct any error promptly. If we need more time, however, we may take up to 45 days (90 days if the transfer involved a new account, a point-of-sale transaction, or a foreign-initiated transfer) to investigate your complaint or question. If we decide to do this, we will credit your account within 10 business days (5 business days for Gesa Debit Card point-of-sale transactions processed by Visa and 20 business days if the transfer involved a new account) for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not credit your account. Your account is considered a new account for the first 30 days after the first deposit is made, unless each of you already has an established account with us before this account is opened.

We will tell you the results within three business days after completing our investigation. If we decide that there was no error, we will send you a written explanation.

You may ask for copies of the documents that we used in our investigation.

GESA CREDIT UNION OPERATIONS
SUPPORT MANAGER
P.O. BOX 500
RICHLAND, WASHINGTON 99352
Business Days: Monday through Friday
Excluding Federal Holidays
Phone: (509) 378-3100