

# MyCom Federal Credit Union

## Funds Availability Policy

This policy describes your ability to withdraw funds from deposits to any of your accounts at MyCom Federal Credit Union.

### 1. General Policy

Our policy is to make funds from your cash and check deposits available on the same business day that we receive the deposit. Cash and electronic deposits will be available on the day we receive the deposit. For determining the availability of a deposits, every day is a business day, except Saturdays, Sundays, and federal holidays. If a deposit is made before 3:00 p.m. on a business day that we are open, we will consider that day to be the day of your deposit. However, if a deposit is made after 3:00 p.m. or on a day we are open, we will consider that the deposit was made on the next business day we are open.

### 2. Reservation of Right to Hold

In some cases, we will not make all of the funds deposited by check available to on the same business day that we receive the deposit. The availability of a check deposit will depend on whether the type of check is local, non-local or instate Massachusetts check.

- a. **Local Checks:** A local check is a check payable by a paying financial institution located in the same check-processing region as the Credit Union. The first \$100 from a deposit of local checks will be available on the first day after the day of your deposit. The remaining funds will be available on the second business day following the day of your deposit. For example, if you deposit a local check in the sum of \$700 on Monday, \$100 of the deposit is available on Tuesday. The remaining \$600 is available on Wednesday.
- b. **Non-local Checks:** A non-local check is a check drawn on a financial institution that is located in different check processing region as this Credit Union. The first \$100 from a deposit on non-local checks will be available on the first day after the day of your deposit. The remaining funds will be available on the fifth business day following the day of your deposit. For example, if you deposit a non-local check in the sum of \$700 on a Monday, \$100 of the deposit is available on Tuesday. The remaining \$600 is available on Tuesday of the following week.

If a deposit consisting of both categories of checks is made, \$100 from the checks will be available on Tuesday.

Funds may not be available until the fifth business day after the day of the deposit. However, the first \$100 of the deposit will be available on the first business day after the day of the deposit. If we are not going to make all of the funds deposited available on the same business day, we will notify the member at the time the deposit is made. We will also tell the member when the funds will be available. If the deposit is not made directly to one of our employees, or if we decide to take this action after the member has left the premises, we will mail a notice to the member by the day after we received your deposit.

### **3. Hold on Other Funds.**

If we cash or deposit a check that is drawn on another financial institution, we may withhold the availability of a corresponding amount of funds that is already in the members account. Those funds will be available at the time funds from the check we cashed would have been available if the member had deposited it. If we accept, for deposit, a check that is drawn on another financial institution, we may make funds from the deposit available for withdrawal immediately but delay your availability to withdraw a corresponding amount of funds in your account.

### **4. Longer Delays May Apply:**

We may delay the ability to withdraw funds deposited by check into a members account an additional number of days for these reasons:

- Credit Card Checks - 7-Day Hold
- We believe a check you deposit will not be paid.
- You deposit checks totaling more than \$ 5000 on any one day.
- You deposit a check that has been returned unpaid.
- You have overdrawn your account repeatedly in the last six months.
- There is an emergency, such as failure of communications or computer equipment.

We will notify the member if we delay ability to withdraw funds for any of these reasons, and we will tell the member when the funds will be available. They will generally be available no later than the eleventh business day after the day of your deposit.

## 5. Extended Holds for New Accounts:

Extended holds will be placed on deposits made to new accounts (accounts less than 30 days).

Extended holds = A minimum of 8 business days for local checks.  
A minimum of 11 business days for non-local checks.  
After 30 days, Regular check holds - or - exception holds may be used for the next 5 months. See Exception Holds below:

Exception Holds = Deposits over \$5000  
Returned Items  
Repeated overdrafts  
Reasonable cause to doubt collectibility  
Emergency conditions  
New accounts

*See New Account Procedure – Attached*

### ON US CHECK CASHING PROCEEDURE

Tellers will **verify the maker's signature** against the **membership card** or **Drivers License** (scan on system).

**Large dollar on-us checks** presented for payment by nonmembers will be **verified with the maker**.

#### Third Party Checks:

Third party Federal Checks will not be cashed.

Other third party checks (not drawn on MyCom FCU) will only be cashed if the presenter of the check is a member of MyCom FCU and has sufficient funds in his/her account to place the proper hold.