



## Electronic Funds Transfer Agreement and Disclosure

This Electronic Funds Transfer Agreement is the contract which covers your and our rights and responsibilities concerning the electronic funds transfer ("EFT") services offered to you by On Tap Credit Union ("Credit Union"). In this Agreement, the words "you" and "yours" mean those who sign the application or account card as applicants, joint owners, or any authorized users. The words "we," "us," and "our" mean the Credit Union. The word "account" means any one or more share and share draft accounts you have with the Credit Union. Electronic funds transfers are electronically initiated transfers of money from your account through the electronic funds transfer services described below. By signing an application or account card for EFT services, signing your Card, or using any service, each of you, jointly and severally, agree to the terms and conditions in this Agreement and any amendments for the EFT services offered.

**1. EFT Services.** If approved, you may conduct any one or more of the EFT services offered by the Credit Union.

a. **MasterCard ATM/Check Card.** You may use your Card to purchase goods and services from participating merchants. If you wish to pay for goods or services over the Internet, you may be required to provide card number security information before you will be permitted to complete the transaction. You agree that you will not use your Card for any transaction that is illegal under applicable federal, state, or local law. Funds to cover your Card purchases will be deducted from your share draft account. If the balance in your account is not sufficient to pay the transaction amount, the credit union will pay the amount and treat the transaction as a request to transfer funds from other designated deposit accounts, approved overdraft protection accounts or loan accounts that you have established with the Credit Union. If you initiate a transaction that overdraws your Account, you agree to make immediate payment of any overdrafts together with any service charges to the Credit Union. In the event of repeated overdrafts, the Credit Union may terminate all services under this Agreement. You may use your Card and PIN (Personal

Identification Number) in automated teller machines of the Credit Union, Cirrus, CO-OP and PULSE networks, and such other machines or facilities as the Credit Union may designate. At the present time, you may also use your Card to:

- i. Make deposits to your share draft accounts.
- ii. Withdraw funds from your share draft accounts.
- iii. Obtain balance information for your share draft accounts.
- iv. Make POS (Point-of-Sale) transactions with your Card and PIN (Personal Identification Number) to purchase goods or services at merchants that accept MasterCard. *Merchants are not required to give you a receipt for transactions under \$15.*
- v. Order goods or services by mail or telephone from places that accept MasterCard.

The following limitations on the frequency and amount of ATM transactions may apply:

- i. You may make eight (8) cash withdrawals in any one day.
- ii. You may withdraw up to a maximum of \$200 in any one day, if there are sufficient funds in your account. (Many ATMs have their own cash limits for individual withdrawals. It can vary from \$200-\$500)
- iii. POS (Point-of-Sale) transactions are limited to fifteen (15) per day and the maximum of \$2500 a day or the available balance, whichever is less.
- iv. If you need to make purchases of more than \$2500 in a 24-hour period, please notify us in advance.
- v. See Section 2 for transfer limitations that may apply to these transactions.

b. **ATM Access Card.** You may use your Card and PIN (Personal Identification Number) in automated teller machines of the Credit Union, Cirrus, CO-OP and PULSE networks, and such other machines or facilities as the Credit Union may designate.

At the present time, you may also use your Card to:

- i. Make deposits to your share accounts.
- ii. Withdraw funds from your share accounts.
- iii. Obtain balance information for your share accounts.
- iv. POS (Point-of-Sale) transactions are not allowed with your Card.

The following limitations on the frequency and amount of ATM transactions may apply:

- i. You may withdraw up to a maximum of \$200 in any one day, if there are sufficient funds in your account. (Some ATMs may have their own cash limits for individual withdrawals that are lower.)
- ii. See Section 2 for transfer limitations that may apply to these transactions.

Because of the servicing schedule and processing time required in ATM operations, there may be a delay between the time a deposit (either cash or check) is made and when it will be available for withdrawal.

c. **Preauthorized EFTs.**

- i. **Direct Deposit** Upon instruction of (i) your employer or (ii) the Treasury Department or (iii) other financial institutions, the Credit Union will accept direct deposits of your paycheck or of federal recurring payments, such as Social Security, to your share and share draft account.
- ii. **Preauthorized Debits** Upon instruction, we will pay certain recurring transactions from your share and share draft account.

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**Arvada Branch** 5675 Olde Wadsworth Blvd., Arvada, CO 80002-2532 Fax: 303.423.8123  
[www.OnTapCU.org](http://www.OnTapCU.org) 303.279.6414 800.770.6414



iii. See Section 2 for transfer limitations that may apply to these transactions.

d. Phone Teller/Home Banking Electronic/PC EFTs. If we approve the Phone Teller/On Tap Banking™ service for your accounts, a separate PIN (Personal Identification Number) will be assigned to you. You must use your PIN along with your account number to access your accounts. At the present time, you may use the Phone Teller/ On Tap Banking™ access service to:

- i. Withdraw funds from your share accounts.
- ii. Transfer funds from your share and share draft accounts.
- iii. Obtain balance information for your share and share draft accounts.
- iv. Make loan payments from your share and share draft accounts.
- v. Access your Overdraft Line of Credit account.
- vi. Obtain tax information.
- vii. Apply for a loan.
- viii. Place a stop payment.

Your accounts can be accessed under the Phone Teller/On Tap Banking service via personal computer. Phone Teller/On Tap Banking™ service will be available for your convenience twenty-four (24) hours per day. This service may be interrupted for a short time for data processing. We reserve the right to refuse any transaction which would draw upon insufficient funds, lower an account below a required balance, or exceed a credit limit. All checks are payable to you as a primary member and will be mailed to your address of record. We may set other limits on the amount of any transaction, and you will be notified of those limits. We may refuse to honor any transaction for which you do not have sufficient available verified funds. The service will discontinue if no transaction is entered after numerous unsuccessful attempts to enter a transaction, and there may be limits on the duration of each access.

- i. There is no limit to the number of inquiries, or withdrawal requests you may make in any one day. Withdrawals and transfers may be subject to account limitations.
- ii. See Section 2 for transfer limitations that may apply to these transactions.

e. Electronic Check Conversion/Electronic Returned Check Fees. If you pay for something with a check or share draft you may authorize your check or share draft to be converted to an electronic fund transfer. You may also authorize merchants to electronically debit your account for returned check fees. You are considered to have authorized these electronic funds transfers if you complete the transaction after being told (orally or by a notice posted or sent to you) that the transfer may be processed electronically or if you sign a written authorization.

**2. Transfer Limitations.** For all share accounts, no more than six (6) preauthorized, automatic, or telephone transfers and withdrawals may be made from these accounts to another account of yours or to a third party in any month. If you exceed these limitations, your account may be subject to a fee or be closed.

### 3. Conditions of EFT Services.

a. Ownership of Cards. Any Card or other device which we supply to you is our property and must be returned to us, or to any person whom we authorize to act as our agent, or to any person who is authorized to honor the Card, immediately according to instructions. The Card may be repossessed at any time at our sole discretion without demand or notice. You cannot transfer your Card or account to another person.

b. Honoring the Card. Neither we nor merchants authorized to honor the Card will be responsible for the failure or refusal to honor the Card or any other device we supply to you. If a merchant agrees to give you a refund or adjustment, you agree to accept a credit to your account in lieu of a cash refund.

c. Foreign Transactions. MasterCard If you effect a transaction with your MasterCard card in a currency other than U.S. dollars, MasterCard International Incorporated will convert the charge into a U.S. dollar amount. MasterCard International will use its currency conversion procedure, which is disclosed to institutions that issue MasterCard cards. Currently the currency conversion rate used by MasterCard International to determine the transaction amount in U.S. dollars for such transactions is generally either a government mandated rate or a wholesale rate determined by MasterCard International for the processing cycle in which the transaction is processed, increased by one percentage point. The currency conversion rate used by MasterCard International on the processing date may differ from the rate that would have been used on the purchase date or cardholder statement posting date.

d. Security of PIN. You may use one or more PINs with your electronic funds transfers. The PINs issued to you are for your security purposes. Any codes issued to you are confidential and should not be disclosed to third parties or recorded on or with the Card. You are responsible for safekeeping your PINs. You agree not to disclose or otherwise make your PINs available to anyone not authorized to sign on your accounts. If you authorize anyone to use your PINs, that authority shall continue until you specifically revoke such authority by notifying the Credit Union. You understand that any joint owner you authorize to

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use a PIN may withdraw or transfer funds from any of your accounts. If you fail to maintain the security of these PINs and the Credit Union suffers a loss, we may terminate your EFT services immediately.

e. Joint Accounts. If any of your accounts accessed under this Agreement are joint accounts, all joint owners, including any authorized users, shall be bound by this Agreement and, alone and together, shall be responsible for all EFT transactions to or from any share and share draft or loan accounts as provided in this Agreement. Each joint account owner, without the consent of any other account owner, may, and hereby is authorized by every other joint account owner to, make any transaction permitted under this Agreement. Each joint account owner is authorized to act for the other account owners, and the Credit Union may accept orders and instructions regarding any EFT transaction on any account from any joint account owner.

**4. Fees and Charges.** There are certain fees and charges for electronic funds transfer services. For a current listing of all applicable fees, see our current Fee Schedule that was provided to you at the time you applied for or requested these electronic services. From time to time, the charges may be changed. We will notify you of any changes as required by applicable law. If you use an ATM not operated by us, you may be charged a fee by the ATM operator and by any national, regional, or local network used in processing the transaction (and you may be charged a fee for a balance inquiry even if you do not complete a fund transfer). The ATM surcharge will be debited from your account if you elect to complete the transaction or continue with the balance inquiry.

**5. Member Liability.** You are responsible for all transactions you authorize using your EFT Services under this Agreement. If you permit someone else to use an EFT service, your Card or your PIN, you are responsible for any transactions they authorize or conduct on any of your accounts. However, TELL US AT ONCE if you believe your Card and/or PIN has been lost or stolen, or if you believe someone has used your Card or PIN or otherwise accessed your accounts without your permission. You must notify us within two business days of the discovery of the unauthorized transactions. Telephoning is the best way of keeping your possible losses down. You are not liable for an unauthorized MasterCard Debit Card transaction that was not conducted at an ATM or Point of Sale (POS) if you can demonstrate that you exercised reasonable care in protecting your Card from loss or theft. Also, if your statement shows transfers that you did not make, tell us at once. If you do not tell us within sixty (60) days after the statement was mailed to you, you may not get back any money lost after the sixty (60) days if we can prove that we could have stopped someone from making the transfers if you had told us in time. If a good reason (such as a hospital stay) kept you from telling us, we will extend the time periods. If you believe your Card or code has been lost or stolen or that someone has transferred or may transfer money from your account without your permission, contact us at:

On Tap Credit Union  
816 Washington Avenue  
Golden, CO 80401  
(303) 279-6414 (800) 770-6414

**6. Right to Receive Documentation.**

a. Periodic Statements. Transfers and withdrawals made through any ATM or POS terminal, Debit Card transactions, preauthorized EFTs or electronic/PC transactions will be recorded on your periodic statement. You will receive a statement monthly unless there is no transaction in a particular month. In any case, you will receive a statement at least quarterly.

b. Terminal Receipt. You may, depending on the merchant, get a receipt at the time you make a transaction (except inquiries) involving your account using an ATM, POS terminal, or Debit Card transaction.

c. Direct Deposit. If you have arranged to have a direct deposit made to your account at least once every sixty (60) days from the same source and you do not receive a receipt (such as a pay stub), you can find out whether or not the deposit has been made by calling (303) 279-6414 or (800) 770-6414, accessing On Tap Banking at [www.OnTapCU.org](http://www.OnTapCU.org) or Phone Teller at (303) 279-9511 or (800) 770-9511. This does not apply to transactions occurring outside the United States.

**7. Account Information Disclosure.** We will disclose information to third parties about your account or the transfers you make:

- a. As necessary to complete transfers;
- b. To verify the existence of sufficient funds to cover specific transactions upon the request of a third party, such as a credit bureau or merchant;
- c. If your account is eligible for emergency cash and/or emergency card replacement services, and you request such services, you agree that we may provide personal information about you and your account that is necessary to provide you with the requested service(s);
- d. To comply with government agency or court orders; or
- e. If you give us your written permission.

**8. Business Days.** Our business days are Monday through Saturday, excluding holidays.

**9. Credit Union Liability.** 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 may be liable for your losses or damages. However, we will not be liable for direct or consequential damages in the following events:

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- a. If, through no fault of ours, there is not enough money in your accounts to complete the transaction, if any funds in your accounts necessary to complete the transaction are held as uncollected funds pursuant to our Funds Availability Policy, or if the transaction involves a loan request exceeding your credit limit.
- b. If you used your Card or PIN in an incorrect manner.
- c. If the ATM where you are making the transfer does not have enough cash.
- d. If the ATM was not working properly and you knew about the problem when you started the transaction.
- e. If circumstances beyond our control (such as fire, flood, or power failure) prevent the transaction.
- f. If the money in your account is subject to legal process or other claim.
- g. If funds in your account are pledged as collateral or frozen because of a delinquent loan.
- h. If the error was caused by a system of any participating ATM network.
- i. If the electronic transfer is not completed as a result of your willful or negligent use of your Card, PIN, or any EFT facility for making such transfers.
- j. If the telephone or computer equipment you use to conduct audio response or electronic/PC transactions is not working properly and you know or should have known about the breakdown when you started the transaction.
- k. Any other exceptions as established by the Credit Union.

#### 10. Preauthorized Payments.

- a. Stop Payment Rights. If you have arranged in advance to make regular electronic fund transfers out of your account(s) for money you owe others, you may stop payment of preauthorized transfers from your account. You must notify us in writing at any time up to three (3) business days before the scheduled date of the transfer. We may require written confirmation of the stop payment order to be made within fourteen (14) days of any oral notification. If we do not receive the written confirmation, the oral stop payment order shall cease to be binding fourteen (14) days after it has been made.
- b. Notice of Varying Amounts. If these regular payments may vary in amount, the person you are going to pay is required to tell you, ten (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.
- c. Liability for Failure to Stop Payment of Preauthorized Transfers. If you order us to stop payment of a preauthorized transfer three (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.

**11. Notices.** All notices from us will be effective when we have mailed them or delivered them to your last known address in the Credit Union's records. Notices from you will be effective when received by the Credit Union at the address specified in this Agreement. We reserve the right to change the terms and conditions upon which this service is offered. We will mail notice to you at least twenty-one (21) days before the effective date of any change. Use of this service is subject to existing regulations governing the Credit Union account and any future changes to those regulations. The following information is a list of safety precautions regarding the use of Automated Teller Machines (ATM) and Night Deposit Facilities.

- a. Be aware of your surroundings, particularly at night.
- b. Consider having someone accompany you when the ATM or night deposit facility is used after dark.
- c. If another person is uncomfortably close to you at the time of your transaction, ask the person to step back before you complete your transaction.
- d. Refrain from displaying your cash at the ATM or night deposit facility. As soon as your transaction is completed, place your money in your purse or wallet. Count the cash later in the safety of your car or home.
- e. If you notice anything suspicious at the ATM or night deposit facility, consider using another ATM or night deposit facility or coming back later. If you are in the middle of a transaction and you notice something suspicious, cancel the transaction, take your Card or deposit envelope, and leave.
- f. If you are followed after making a transaction, go to the nearest public area where people are located.
- g. Do not write your personal identification number or code on your ATM Card.
- h. Report all crimes to law enforcement officials immediately.

**12. Billing Errors.** In case of errors or questions about electronic funds transfers from your share and share draft accounts, telephone us at the following number or send us a written notice to the following address as soon as you can. We must hear from you no later than sixty (60) days after we sent the FIRST statement on which the problem appears. Contact us at:

On Tap Credit Union  
816 Washington Avenue  
Golden, CO 80401  
(303) 279-6414 (800) 770-6414

- a. Tell us your name and account number.
- b. Describe the electronic transfer you are unsure about, and explain as clearly as you can why you believe the Credit Union has made an error or why you need more information.
- c. Tell us the dollar amount of the suspected error.

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If you tell us orally, we may require that you send us your complaint or question in writing within ten (10) business days. We will tell you the results of our investigation within ten (10)\* business days after we hear from you and will correct any error promptly. If we need more time, however, we may take up to forty-five (45)\*\* days to investigate your complaint or question. If we decide to do this, we will credit your account within ten (10)\* business days 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 ten (10) business days, we may not credit your account. We will tell you the results within three (3) business days of 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.

\* If you give notice of an error within thirty (30) days after you make the first deposit to your account, we will have twenty (20) business days instead of ten (10) business days.

\*\* If you give notice of an error within thirty (30) days after you make the first deposit to your account, notice of an error involving a point of sale transaction, or notice of an error involving a transaction initiated outside the U.S. its possessions and territories, we will have ninety (90) days instead of forty-five (45) days to investigate.

**13. Termination of EFT Services.** You may terminate this Agreement or any EFT service under this Agreement at any time by notifying us in writing and stopping your use of your Card and any PIN. You must return all Cards to the Credit Union. You also agree to notify any participating merchants that authority to make bill payment transfers has been revoked. We may also terminate this Agreement at any time by notifying you orally or in writing. If we terminate this Agreement, we may notify any participating merchants making preauthorized debits or credits to any of your accounts that this Agreement has been terminated and that we will not accept any further preauthorized transaction instructions. We may also program our computer not to accept your Card or PIN for any EFT service. Whether you or the Credit Union terminates this Agreement, the termination shall not affect your obligations under this Agreement for any EFTs made prior to termination.

**14. Governing Law.** This Agreement is governed by the Bylaws of the Credit Union, federal laws and regulations, the laws and regulations of the state of Colorado and local clearinghouse rules, as amended from time to time. Any disputes regarding this Agreement shall be subject to the jurisdiction of the court of the county in which the Credit Union is located.

**15. Enforcement.** You are liable to us for any loss, cost or expenses we incur resulting from your failure to follow this Agreement. You authorize us to deduct any such loss, costs or expenses from your account without prior notice to you. If we bring a legal action to collect any amount due under or to enforce this Agreement, we shall be entitled, subject to applicable law, to payment of reasonable attorney's fees and costs, including fees on any appeal, bankruptcy proceedings, and any post-judgment collection actions.

**16. Unlawful Internet Gambling.** Under the Unlawful Internet Gambling Enforcement Act, the credit union prohibits members from knowingly accepting payments in connection with unlawful internet gambling, including payments made through credit cards, debits cards, electronic funds transfers and checks.

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## Tips for Staying Safe While Online

An important part of online safety is knowledge. The more you know, the safer you'll be. Here are some great tips on how to stay safe while online.

- 1. Create good password.** A good password is a combination of upper and lower case letters and numbers and one that is not easily guessed. Change your password frequently and do not write it down or share with others.
- 2. Don't reveal personal information via email.** E-mails and text messages can be masked to look like they are coming from a trusted sender when they are actually from someone else. Never send your personal information such as account numbers, social security numbers, passwords, etc. via e-mail or texting.
- 3. Don't download that file!** Opening files attached to e-mails can be dangerous especially when they are from someone you don't know as they can allow harmful malware or viruses to be downloaded onto your computer. Make sure you have a good antivirus program on your computer that is up-to-date.
- 4. Links aren't always what they seem.** Never log in from a link that is embedded in an e-mail message. Criminals can use fake e-mail addresses and make fake web pages that mimic the page you would expect. To avoid falling into their trap, type in the URL address directly and then log in.
- 5. Websites aren't always what they seem.** Be aware that if you navigate to a website from a link you don't type, you may end up at a site that looks like the correct one, when in fact, it's not. Take time to verify that the web page you're visiting is what you'd expect with that URL.
- 6. Log off from site when you are done.** When you are ready to leave a site you have logged into, don't just close the page, log off. For additional security, close your web browser after your log off.
- 7. Monitor account activity regularly.** Monitor your account activity either online or by reviewing your monthly statements and report any unauthorized transactions right away.
- 8. Assess your risk.** We recommend periodically assessing your online banking risk and put into place increased security controls where weaknesses are found.

If you do notice suspicious account activity or have given out your account information, call us immediately at 303.279.6414 or 1.800.770.6414. We will do everything we can to help. Call the three national credit reporting organizations to place a fraud alert on your name. Also call the Social Security fraud line. The alert means any company that checks your credit knows your information has been stolen, and they have to contact you by phone to authorize new credit.

- Equifax: 800.525.6285
- Experian (formerly TRW): 888.397.3742
- Trans Union: 800.680.7289
- Social Security Fraud Line: 800.269.0271

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