

**ELECTRONIC FUND TRANSFERS  
YOUR RIGHTS AND RESPONSIBILITIES**

The Electronic Fund Transfers we are capable of handling are indicated below, some of which may not apply to your account.

**Direct Deposits** – you may make arrangements for certain direct deposits (such as wages, Social Security, pensions, annuities, dividends, and similar regular payments) to be accepted into your Checking or Savings Accounts.

**Represented Check Entries** - A physical check that was presented but returned because of insufficient funds may be represented as an ACH entry.

**Preauthorized Withdrawals** – You may make arrangements to pay certain recurring bills from your Checking or Savings Accounts.

**Online Banking Computer Transactions** - You may access your account(s) by computer by logging onto our website: [altoonabank.com](http://altoonabank.com). The bank will issue a password to use along with your social security number (User ID) for the initial set-up. Then, for security purposes, you will create your own password and User ID to use for future access.

You may use this product to:

- Transfer funds between checking and savings account(s)
- Make loan payments from checking or savings to loan account(s) with us
- Obtain balance and history information on your checking and savings account(s)
- Obtain information on certificates of deposit
- Obtain loan balances and history information

**Automatic Teller Machine Services** – You may use your ALTOONA FIRST DEBIT MASTERCARD (herein referred to as “CARD”) with your Personal Identification Number (“PIN”) at Automatic Teller Machines which bare the MASTERCARD or STAR emblem located throughout the United States to conduct any of the following transactions for each of the accounts you have requested to be accessed by your CARD:

- a. Withdrawal cash from your Checking Account(s).
- b. Obtain the available Balance from our Checking Account(s).

**Other ATM Network Access** – From time to time we may make arrangements with other ATM networks to grant access to CARDS. We shall inform you when such arrangements are made and describe the services which are made available to you and the charges therefor at that time.

**ATM Transfers –types of transfers, frequency and dollar limitations** – You may access your account(s) by ATM using your CARD and personal identification number to:

- Make deposits to checking/savings account(s)
- Get cash withdrawals from checking/savings account(s)
  - Debit Mastercard – you may withdraw no more than \$500.00 per 24 hour period
- Transfer funds from savings to checking/savings account(s)

- Transfer from checking to savings account(s)
- Get information about the account balance of your checking/savings account(s)

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

Please also see **Limitations on Frequency of Transfers** section regarding limitations that apply to CARD transfers.

**Types of ATM card Transactions** – You may access your Checking or Savings accounts to purchase goods (in person), pay for services (in person), and do anything that you can do with a credit card (that a participating Mastercard merchant will accept with a credit card).

**Debit Mastercard Transactions – Dollar limitations – Using your CARD:**

- you may not exceed \$500.00 in cash transactions per 24 hour period
- you may not exceed \$5000.00 in point of sale transactions per 24 hour period
- you may not exceed the overall debit limit of \$5,000.00 per 24 hour period
- you may not exceed the purchase returns limit of \$500.00 per 24 hour period. Your purchase returns will be posted to the available balance in your primary transaction account.
- Please also see Limitations on Frequency of Transfers section regarding limitations that apply to Debit Mastercard transactions.

**Limitations on Frequency of Transfers** – In addition to those limitations on transfers elsewhere described, if any, the following limitations apply:

Only 6 transfers per month may be made out of your Money Market or Statement Savings Account by preauthorized transfer, electronic means, check, debit card or similar order. Transactions made in person, at ATMs or by mail are unlimited.

**Point of Sale Transactions with a Debit Mastercard** – You may use the CARD with only your signature at any retail establishment (“Merchant”) where Debit Mastercard is accepted to purchase foods and services and/or to obtain cash where permitted by the Merchant (“Purchase”). Your signature may also be required by certain Merchants to complete the transaction. The amount of all such Purchases (including any cash obtained, if permitted) will be deducted from your Primary Checking Account. When you make a Purchase using the CARD you will be requesting us to withdraw funds from your selected Primary Checking Account in the amount of the Purchase and directing or ordering us to pay these funds to such Merchant. Any Purchase refund made by Merchant will be posted to your Primary Checking Account.

**Limitations on the Use of Your CARD** – you may use the CARD to withdraw up to \$500.00 each day, at an ATM and at Merchants, from your account(s) provided the funds are available in your account(s).

You may also use the CARD to purchase up to your POS Purchase Limit of \$5000.00 each day. However the amount of your cash withdrawals and Purchase transactions each day may not exceed your Overall Debit Limit of \$5000.00). Furthermore, Purchase refunds will be posted to the available balances in your

checking account up to the POS Returns Limit of \$500.00. Purchase refunds in excess of the POS Returns Limit will be posted to restricted balances in your account. The total amount of Purchase refunds, up to the POS Returns Limit cannot exceed the Overall Credit Limit of \$500.00 each day.

The day for all Limits starts at 6:00 PM each day and ends at 6:00 PM the next day. There are also certain limitations on the frequency of use of the CARD each day. These limitations are imposed and not revealed for security purposes.

You will be denied the use of the CARD if your (i) exceed the daily withdrawal or purchase limit, (ii) do not have adequate funds available in your account, (iii) do not enter the correct PIN, or (iv) exceed the frequency of usage limitation. The receipt provided by the ATM Merchant terminal will notify you of the denial. There is a limit on the number of such denials of your CARD at an ATM. The number of attempts that result in machine retention of your CARD is not revealed for security reasons.

**How to Contact Us in Case of Lost or Stolen Card or PIN** – I agree to do the following immediately, if I believe the CARD issued to me or my PIN has been lost or stolen or that an unauthorized transfer or Purchase from any of my accounts has occurred or might occur. I agree to contact Altoona First Savings Bank during normal business hours and business days (Monday-Friday) at 814-943-5411. After normal business hours or on non-business days (Saturday, Sunday or Holidays) I agree to contact Elan at 1-800-264-5578. I also agree to confirm such information in writing to you at:

ALTOONA FIRST SAVINGS BANK  
ATTENTION: BOOKKEEPING DEPARTMENT  
203 North Logan Boulevard  
Altoona, PA 16602

A new card and/or PIN number may be issued to you at that time and a “hold” will be placed on your old CARD or PIN. After such time, if you find your old card, you must notify us and return your old CARD to us. If you attempt to use your old CARD it may be captured and retained by the ATM.

#### **Card Restrictions**

Any financial service provided by Altoona First Savings Bank may be used for any transaction permitted by law. I agree that I will not use my card for any transaction that is illegal under applicable federal, state or local law. I agree that illegal use of any financial service will be deemed an action of default or breach of contract. Use of any financial service in a manner not permitted by law may cause that service or related services to be terminated at the bank’s discretion. I further agree, should illegal use occur, to waive any right to sue Altoona First Savings Bank for such illegal use or any activity directly or indirectly related to it. Additionally, I agree to indemnify and hold Altoona First Savings Bank harmless from any suits or other legal action or liability, directly or indirectly, resulting from such illegal use.

#### **Business Days**

Our Business Days are Monday through Friday, excluding Holidays.

## **Charges for Electronic Fund Transfers**

We do not charge for direct deposits to any type of account

We do not charge for preauthorized withdrawals from any type of account

Please refer to our current fee schedule. We reserve the right to change our fee schedule from time to time and to charge your account in accordance with the fee schedule that will be provided to you at least thirty (30) days prior to assessments or change in assessment.

Except as indicated in our Fee Schedule, we do not charge for electronic fund transfers.

**NOTICE REGARDING ATM FEES BY OTHERS:** If you use an automated teller machine that is not operated by us, you may be charged a fee by the operator of the machine and/or by an automated transfer network. You may also be charged a fee for a balance inquiry even if you do not complete a fund transfer.

## **Currency Conversion**

When you use your CARD at a merchant that settles in currency other than US dollars, the charge will be converted into the US dollar amount. The currency conversion rate used to determine the transaction amount in US dollars is either a rate selected by Mastercard from the range of rates available in wholesale currency markets for the applicable central processing date, which rate may vary from the rate Mastercard itself receives, or the government-mandated rate in effect for the applicable central processing date. In each instance, plus or minus any adjustment determined by the Issuer. The conversion rate in effect on the processing date may differ from the rate in effect on the transaction date or posting date.

## **Electronic Funds Transfer 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 payments may be one-time occurrences or may recur as directed by you. These transfers may use the Automated Clearinghouse (ACH) or other payments network. Your authorization to the third party to make these transfers can occur in a number of ways. In some cases, your authorization can occur when the merchant posts a sign informing you of their policy. In all cases, the transaction will require you to provide the third party with your account number and bank information. This information can be found on your check as well as on a deposit or withdrawal slip. Thus, you should only provide your bank and account information (whether over the phone, the internet, or by some other method) to trusted third parties whom you have authorized to initiate these electronic fund transfers.

Examples of these transfers included bur are not limited to:

**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 you check to:

- 1) Pay for purchases
- 2) Pay Bills

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:

- 1) Pay for purchases
- 2) Pay Bills

You may provide your check to a merchant or service provider who will scan the check for the encoded bank and account information. The merchant or service provider will then use this information to convert the transaction into an electronic fund transfer. This may occur at the point of purchase, or when you provide your check by other means such as by mail or drop box.

**Electronic returned check charge.** Some merchants or service providers will initiate an electronic fund transfer to collect a charge in the event a check is returned for insufficient funds.

#### **Right to Documentation**

- Terminal Transfers. You can get a receipt at the time you make any transfer to or from your account using one of our automated teller machines or point-of-sale terminals. However, you may not get a receipt if the amount of the transfer is \$15 or less.
- Direct Deposits. 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 814-943-5411 to find out whether or not the deposit has been made. If the only possible transfers to or from your account are direct deposits, you will get a quarterly statement from us.
- Periodic Statements.

You will receive a statement showing the status of your account(s), transactions made during the past month, and any charges which we may impose for such services of transactions.

You will get a monthly account statement from us for your checking accounts.

You will get a monthly account statement from us for your Statement Savings or MMDA account, unless there are not transfers in a particular month. In any case, you will get a statement at least quarterly.

#### **Stop Payment Procedures and Notice of Varying Amounts**

- 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 three 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.

- **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 three business days or more before the transfer is scheduled, and we do not do so, we will be liable for your losses or damages.

### **Our 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 the transfer would go over the credit limit on you overdraft line.
- (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 we have taken.
- (6) If the funds in your account are subject to legal process.
- (7) If your card has been reported lost or stolen and you are using the reported card.
- (8) If the transaction would exceed security limitations on the use of your card.
- (9) There may be other exceptions in our agreement with you.

### **Disclosure of Account Information to Third Parties**

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

- (1) Where it is necessary for completing transfers;
- (2) In order to verify the existence and condition of your account for a third party, such as a credit bureau or merchant;
- (3) in order to comply with government agency or court orders; or
- (4) if you give us written permission
- (5) on receipt of certification from a federal agency or department that a request for information is in compliance with the Right to Financial Privacy Act of 1978 and the Gramm-Leach-Bliley Act of 1999.

### **Unauthorized Transfers**

Tell us **AT ONCE** if you believe your card and/or PIN has been lost or stolen. Telephoning is the best way of keeping your possible losses down.

**EFT TRANSACTIONS OTHER THAN DEBIT MASTERCARD TRANSACTIONS:** You could lose all of the money in your account (plus your maximum overdraft line of credit). If you tell us within two business days, you can lose no more than \$50 if someone used your Card/PIN/Access Code without your permission.

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

Also, if your statement shows transfers that you did not make, 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 period.

**DEBIT MASTERCARD TRANSACTIONS:** You could lose all your money in the account(s) if you take no action to notify us of the loss of your CARD or PIN. If you notify us of the loss, your liability will be as follows:

If you notify us of the loss or theft of your CARD or the discovery that the card was lost or stolen, your liability is \$0.00. For all other assertions of unauthorized CARD transaction a maximum liability of \$0.00 if you provide proper notification of unauthorized transactions. We may require you to provide a written statement regarding claims of unauthorized CARD transactions. These limitations do not apply to ATM transactions. See above section titled PIN TRANSACTIONS for liability.

If you believe your card and or code has been lost or stolen or that someone has transferred or may transfer money from your account without your permission, call or write us at the telephone number or address listed at the end of this brochure.

### **Error Resolution**

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 on 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 after we hear from you and will correct any error promptly. If we need more time, however, for most errors we may take up to 45 days to investigate your complaint or question. If you believe that the error was the result of a foreign initiated transfer or point of sale transaction, or if you have not been an accountholder with us for more than 30 days (new account), we may take up to 90 days to investigate your complaint or question. If we decide to do this, we will credit your account within 10 business days for the amount you think is in error, unless you have not been an accountholder for at least 30 days (new account), in which case we will credit your account within 20 days for the amount that 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.

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.

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