

How to fill out and submit an *Opt in* Form Electronically

1. Read through the important information concerning overdrafts and your checking account.
2. Scroll to the bottom of the form and click on the first check-box to *Opt in*.
3. Fill out the identifying information.
 - *Name*
 - *Date*
 - *Account Number*
4. Type in your email address. We will use this to send you an e-confirmation.
5. Click the Save button at the top of the PDF (it looks like a computer diskette).
6. Choose a location where you would like to store your *Opt in* PDF (somewhere you will be able to find it, such as your desktop) and click SAVE.
7. Open your email program (Outlook, Gmail, Yahoo, Hotmail, etc.)
8. Address an email to branchsupport@heritagecu.org.
9. Attach the Overdraft *Opt in* form to your email.
10. Click send!

Please continue to the Overdraft *Opt In* form by advancing to Page 2 of this document.

What You Need To Know About Overdrafts and Overdraft Fees



An overdraft occurs when you do not have enough money in your account to cover a transaction, but we pay it anyway. We can cover your overdrafts in two different ways:

1. We have standard overdraft practices that come with your account.
2. We also offer overdraft protection plans, such as a link to a savings account, which may be less expensive than our standard overdraft practices. To learn more, ask us about these plans.

This notice explains our standard overdraft practices.

► What are the standard overdraft practices that come with my account?

We do authorize and pay overdrafts for the following types of transactions:

- Checks and other transactions made using your checking account number
- Automatic bill payment

We will not authorize and pay overdrafts for the following types of transactions unless you ask us to.

- ATM transactions
- Everyday debit card transactions

We pay overdrafts at our discretion, which means we do not guarantee that we will always authorize and pay any type of transaction. If we do not authorize and pay an overdraft, your transaction will be declined.

► What fees will I be charged if Heritage Credit Union pays my overdraft?

- We will charge you a fee of up to \$30 each time we pay an overdraft.
- We will charge 1 fee per overdraft transaction. There is no limit on the total fees we can charge you for overdrawing your account.

► What if I want Heritage to authorize and pay overdrafts on my ATM and everyday debit card transactions?

If you also want us to authorize and pay overdrafts on ATM and everyday debit card transactions, complete the form below and return it by mail, email, in person, or call 888-432-8496 to verbally authorize your overdraft protection.

____ I want Heritage Credit Union to authorize and pay overdrafts on my ATM and everyday debit card transactions.

____ I do not want Heritage Credit Union to authorize and pay overdrafts on my ATM and everyday debit card transactions.

Printed Name: _____

Date: _____

Account Number: _____

Email: _____

By filling out the form above, you confirm that you have chosen to **OPT-IN** to Heritage Credit Union's overdraft protection program, Member Privilege. This means there will be no change to your account. We will continue to authorize ATM and everyday debit card transactions even if you do not have money in your account.

You have the right to change your mind at anytime. If you choose to opt-out, your ATM and everyday debit cards transactions will be *denied* when there is not enough money in your account to cover the transaction.

For Office Use Only: Confirmation Given **Yes** _____ **No** _____