

BEEFCU ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION
TRANSFER FROM EXTERNAL ACCOUNT



Busy for You!

I (we) hereby authorize Bee Federal Credit Union (herein, BEEFCU) to transfer funds to my (our) Share Account as indicated below from the Financial Institution named and account number disclosed below.

I (we) acknowledge that the origination of this transfer to my (our) Share Account must comply with the provisions of U.S. law.				
TO {Credit}: BEEFCU Share Account	Name(s) on Account:		Email Address:	
BEEFCU Share Account	#			
FROM {Debit}: Financial Institution Name				
Legal Name on Account to be Credited				
Account Number	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>	Routing #	
Recurrence	<input type="checkbox"/> Upon Request Call 410-548-9351 or Email EFT@beefcu.org	<input type="checkbox"/> Weekly Amount \$ _____ Day of Week: M – W – F	<input type="checkbox"/> Biweekly Amount \$ _____ Day of Week: M – W – F	<input type="checkbox"/> Monthly Amount \$ _____ Day of Month: First or Last
	Starting Date			

*****IMPORTANT INFORMATION*** PLEASE READ CAREFULLY*****

This authority is to remain in full force and effect until BEEFCU has received **written notification** from me (or BOTH of us, if joint account) of its termination in such time and manner to afford BEEFCU and the Financial Institution a reasonable opportunity to act on the request to terminate this transfer authorization.

You are hereby authorizing BEEFCU to transfer to your Shares Account, time to time, from the indicated account in the Financial Institution named above. We will accept verbal, telephone and email requests only for “Upon Request” transfers. Such requests will be processed on — Mondays, Wednesdays and Fridays, except on days when Wicomico Co. Public Schools are closed.

“Upon Request” transfers received before 2:00pm will be processed that day. Such transfer requests will be received by your Financial Institution the next business day.

“Upon Request” transfers received after 2:00pm will be processed the next day the Credit Union is open and will be received by your Financial Institution the following day. Please confirm your transfer with your Financial Institution.

Minimum transfer amount is \$25.00. Maximum transfer amount is \$5,000.00.

Return Item Fee: there will be a \$25.00 fee for ACH items that are returned due to incorrect information provided by the member(s), or account closure, or non-sufficient funds in your account.

IMPORTANT NOTICE

It will be the responsibility of the member to update phone and email address changes with BEEFCU as needed.

If you change your Financial Institution account, you must complete a new transfer authorization form. If you fail to notify BEEFCU as to the change in your Financial Institution account's information, BEEFCU will not be responsible for the misdirection of your funds. The burden for informing BEEFCU of any changes to this authorization rests with the member.

Electronic Fund Transfers

Your Rights and Responsibilities

Preauthorized Transfers – upon completing this preauthorization form, you may transfer funds to (from) your Share Account(s) but not to exceed five (5) per month.

Charges for Electronic Fund Transfers

We do not charge for electronic fund transfer(s) to (from) your Share Account.

Right to Documentation

Periodic Statements. You will get a quarterly statement from us. You can verify activity in your account between quarterly statements by calling our office during BEEFCU business hours at 410-548-9351, or emailing us at EFT@beefcu.org.

Electronic Fund Transfers(continued)

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 process a transfer request to (from) your Share Account you can stop any of these transfers. Here is how:

Call us at 410-548-9351, or email us at EFT@beefcu.org in time for us to receive your request two (2) business days, or more, prior to the scheduled transfer. If you call us to stop the transfer, we may also require a follow up email confirmation of your request. *NOTE: We will charge you \$35.00 for any stop payment order you submit less than two (2) business days prior to the scheduled transfer.*

Our Liability

Liability for Failure to make transfers: If we do not complete a transfer to (from) your Share Account in accordance with the preauthorization form you have completed, we may be liable for any late payment fees you incur as a result of our failure to process the transfer request. However, there are some exceptions. We will **NOT** be liable:

- If through no fault of ours, you do not have enough money in your account to make the transfer.
- If circumstances beyond our control (such as fire or flood) prevent the transfer, despite reasonable precautions we have taken.
- If other unforeseen conditions arise such as non-functioning IT systems, an electricity outage, or communication cable malfunction.

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;
3. in order to comply with a government agency, or court orders; or
4. if you give us written permission.

Unauthorized Transfers

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 you lost after the sixty (60) days, or if we can prove that we could have stopped the transfer, 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. Please communicate with us at all times.

Error Resolution

In case of errors or questions about your electronic fund transfers, call us at 410-548-9351, or email us at EFT@beefcu.org, as soon as you become aware of an error. If you think your statement, or a transfer is wrong, or if you need more information about a transfer listed on the statement, we must hear from you no later than sixty (60) days after we sent the FIRST statement on which the problem or error appeared. When communicating with us about a suspected error:

1. Tell us your name and Share Account number.
2. Describe the error or the transfer about which you are unsure 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 email us to confirm the details of our conversation.

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.

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

****PLEASE ATTACH A VOIDED CHECK TO THIS FORM IF YOUR TRANSFER REQUEST IS FROM A CHECKING ACCOUNT****

SIGNATURESALL SIGNERS ON THE ACCOUNT MUST PROVIDE A COPY OF THEIR GOVERNMENT ISSUED ID.****

PRIMARY ACCOUNT HOLDER - <u>PRINT</u>	PRIMARY ACCOUNT HOLDER- <u>SIGN</u>	DATE
JOINT ACCOUNT HOLDER- <u>PRINT</u>	JOINT ACCOUNT HOLDER- <u>SIGN</u>	DATE

FOR OFFICE USE ONLY:

Received/Approved By: _____

Date Received: _____

Entered into EFT System By: _____

Date Entered: _____