

**PITNEY BOWES EMPLOYEES FEDERAL CREDIT UNION**  
**FUNDS AVAILABILTY POLICY DISCLOSURE**  
**EFFECTIVE JANUARY 1, 2018**

**Your Ability to Withdraw Funds**

Our policy is to make funds from your cash deposits and check deposits that are less than \$2,500.00, available to you on the first business day after the day we receive your deposit. Deposits made at our ATM's and remotely through Mobile Deposit are considered received at a staffed facility.

Our policy is to delay the availability of funds from your check deposits in the amount of \$2,500.00 or more. During the delay period, you may not withdraw the deposited funds, and we will not use the funds to pay checks that you have written.

**Determining the Availability of a Deposit**

The length of the delay period is determined in business days from the day of your deposit. Business days are Monday through Friday, except Credit Union Holidays. If you make a deposit before 2:00 p.m. on a business day we are open, we will consider that day to be the day of your deposit. However, if you make a deposit after 2:00 p.m. or on a day we are not open, we will consider that the deposit was made on the next business day we are open. The length of the delay period varies depending on the type of deposit and is explained below.

**Same-Day Availability**

Funds from electronic deposits and wire transfers to your account will be available for transactions on the day we receive the deposit.

**Next-Day Availability of Checks in the Amount of \$2,500.00 or More**

Funds from the following deposits are available on the first business day after the day of your deposit:

- U.S. Treasury checks that are payable to you
- Funds drawn on Pitney Bowes Inc.

If you make the deposit in person to one of our employees, funds from the following deposits are also available on the first business day after the day of your deposit:

- Cash
- Travelers Cheques
- State and local government checks that are payable to you
- Cashier's, certified, and teller's checks that are payable to you
- Federal Reserve Bank checks, Federal Home Loan Bank checks and U.S. postal money orders if these items are payable to you.

If you do not make your deposit in person to one of our employees, funds from these deposits will be available on the second business day after the day we receive your deposit.

**Other Check Deposits**

Our policy is to make funds available as follows:

The first \$200.00 from a deposit of a check will be available on the first business day after the day of your deposit. The remaining funds will be available on the second business day after the day of your deposit.

For example, if you deposit a check of \$2,500.00 on a Monday, \$200.00 of the deposit is available on Tuesday. The remaining \$2,300.00 is available on Wednesday.

**Longer Delays May Apply**

Funds you deposit by check may be delayed for a longer period under the following circumstances:

- You deposit a check totaling more than \$5,000.00.
- We believe a check you deposit will not be paid.
- You have overdrawn your account repeatedly in the last six months.
- You re-deposited a check that has been returned unpaid.
- There is an emergency, such as a failure of computer or communication equipment.

We will notify you if we delay your ability to withdraw funds for any of these reasons, and we will tell you when the funds will be available. They will generally be available no later than 11 business days after the day indicated by the above availability schedules.

Regardless of the above circumstances, the first \$200.00 of all deposits will be available on the first business day after the day of deposit.

**Check 21**

You may use substitute checks in the same way you use original checks. Some or all of the checks that you receive back from us may be substitute checks.