



## BANK OF UTICA DISCLOSURE

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[www.bankofutica.com](http://www.bankofutica.com)

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### CHECK CLEARING POLICIES AND FUNDS AVAILABILITY DISCLOSURE

#### **Your Ability to Withdraw Funds**

This brochure provides information to allow you to determine when funds you deposit or receive electronically to any checking, money market or savings account you maintain with us are available for cash withdrawal or for the payment of checks to others.

We make funds from cash and electronic deposits available to you on the same day we receive them. Check deposits are available according to the time frames outlined in this disclosure. Once the funds are available, you can make withdrawals by cash, check, online bill payment, debit card, automated teller machine (ATM), etc.

#### ***Determining the Availability of a Deposit***

The length of the delay is counted in business days from the day of your deposit. Every day is a business day except Saturdays, Sundays, and legal holidays as designated by the Federal Reserve Bank.

- If you make a deposit before 5:00 p.m. on a business day that we are open, we will consider that day to be the day of your deposit. If you make a deposit after 5:00 p.m. or on a day we are not open, we will consider the deposit made on the next business day.
- If you make a deposit using either our Mobile Banking App or Remote Deposit scanner your deposit is subject to the following time tables to be considered the same day:  
**Mobile Banking App- must be made before 3:45 p.m. EST**  
**Remote Deposit- must be made before 4:00 p.m. EST**  
If the deposits are received after the times listed above or on a day that we are not open, we will consider the deposit made the next business day. Processing may be delayed if your deposit requires us to conduct an additional review.
- Funds mailed to us are considered deposited on the day we receive them.
- Our night drop is opened every morning and every afternoon by 4:00 p.m. Funds placed in our night drop are considered deposited on the day we process them, therefore, funds placed in our night drop in the late afternoon are considered to be deposited on the following business day.
- Funds deposited at an ATM or Point of Banking terminal (POB) that we do not own or operate will be available when we receive them, which is usually the fifth business day after the day of your deposit.

#### ***Same Day Availability***

Funds from the following deposits are available on the same day as the day of your deposit:

- Cash, if it is deposited in person with one of our employees.
- Wire transfers and electronic credits (ACH) including preauthorized credits such as Social Security benefits and payroll deposits.

### ***Next-Day Availability***

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

- Checks drawn on Bank of Utica.
- U.S. Treasury 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.
- Checks drawn on the State of New York or any local governmental unit in New York that are payable to you if you use a special deposit slip available in the lobby.
- Cashier's, certified and teller's checks that are payable to you if you use a special deposit slip available in the lobby.

The last two items listed above require a special deposit slip (available in the lobby or you can ask a teller for these). If these checks are not deposited in person using the special deposit slip, then the funds will be available according to the following rules, as will all other check deposits.

### ***Other Check Deposits***

For all other check deposits, only the first \$225 will be available on the first business day after the day of your deposit and the remaining funds will be available on the second business day following the day of your deposit. For instance, if a deposit is made on Monday, \$225 will be available on Tuesday and the remainder will be available on Wednesday. The same rule applies whether a deposit contains one check or multiple checks.

### ***Longer Delays May Apply***

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

- If you are a new customer (see the section below *Special Rules for New Accounts*)
- We believe a check you deposit will not be paid.
- You deposit checks totaling more than \$5,525 on any one day.
- You redeposit a check that has been previously returned unpaid.
- You have had a six or more overdrafts on your account during the last six months or on two or more banking days your account was negative \$5,525 or more.
- The bank has an emergency, such as failure of communications or computer equipment.

The decision to delay availability will not be made at the time you make a deposit. If we are not going to make all funds from your deposit available at the times shown above, we will mail you a notice by the day after we receive your deposit. The notice will tell you when the funds will be available. They will generally be available no later than the 7th business day after the day of your deposit.

If you need to know when a particular deposit will be available for withdrawal, you should ask us.

### ***Special Rules for New Accounts***

If you are a new customer (you have no other accounts with us), the following rules will apply during the first 30 days your account is open:

- Cash deposits will be available on the same day as the day you make them if deposited in person to one of our employees. Funds from wire transfers or electronic direct deposits to your account will also be available on the day we receive them.
- The first \$5,525 of a day's total deposits of U.S. Treasury, cashier's, certified, teller's, traveler's and NY State and local government checks will be available on the first business day after the day of your deposit if they are payable to you, the deposit is made in person to one of our employees, and it is made using our special deposit ticket, when necessary, for next day availability.

If your deposit of these checks (other than a U. S. Treasury check) is not made in person to one of our employees, the first \$5,525 will not be available until the second business day after the day of your deposit.

- The remainder of those deposits (excess over \$5,525) will be available on the seventh business day after the day of your deposit.
- Funds from all other check deposits will be available by the seventh business day after the day of your deposit.

***Holds on Other Funds***

If we accept for deposit a check that is not drawn on us, we may make funds from the deposit available immediately but delay your ability to withdraw a corresponding amount of funds that you have on deposit in another account with us. The funds in the other account would then not be available for withdrawal until the time periods that are described elsewhere in the disclosure for the type of check that you deposited. For example, if we cash a \$225 check for you that is not drawn on us, \$225 of funds already in your account will not be available until the first business day after the day we cashed the check.