



411 McMurray Road  
Bethel Park, PA 15102  
412-409-9100  
brentwoodbank.com

## **FUNDS AVAILABILITY POLICY DISCLOSURE**

Effective February 24, 2014

**YOUR ABILITY TO WITHDRAW FUNDS AT BRENTWOOD BANK.** Our policy is to delay the availability of funds from your cash and check deposits. During the delay, you may not withdraw the funds in cash 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 is counted in business days from the day of your deposit. Every day is a business day, except Saturdays, Sundays, and federal holidays. If you make a deposit before 7:00 P.M. on a business day that we are open, we will consider that day to be the day of your deposit. However, if you make a deposit after 7:00 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 varies depending on the type of deposit and is explained below.

**Same-Day Availability.** Funds from the following deposits are available on the same business day as the day we receive your deposit:

- U.S. Treasury checks that are payable to you.
- Electronic direct deposits.
- Wire transfers.
- Checks drawn on Brentwood Bank.

If you make a deposit in person to one of our employees, funds from the following deposits are also available on the same business day as the day we receive your deposit:

- Cash
- 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 postal money orders, if these items are payable to you.

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

**Availability of Other Check Deposits.** The first \$200 from a deposit of checks that do not trigger same-day availability 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.

**Longer Delays May Apply.** We may delay your availability to withdraw funds deposited by check into your account an additional number of days for these reasons:

- You deposit checks totaling more than \$5,000 on any one day.
- You redeposit a check that has been returned unpaid.
- You have overdrawn your account repeatedly in the last six months.
- We believe a check you deposit will not be paid.
- There is an emergency, such as failure of computer or communications 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 the sixth business day after the day of your deposit.

**Holds On Other Funds.** If we cash a check for you that is drawn on another financial institution, we may withhold the availability of a corresponding amount of funds that are already in your account. Those funds will be available at the time funds from the check we cashed would have been available if you had deposited it. If we accept for deposit a check that is drawn on another financial institution, we may make funds from the deposit available for withdrawal immediately but delay your availability 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 this disclosure for the type of check that you deposited.

**Deposits at Automated Teller Machines.** Funds from any deposits (cash or checks) made at automated teller machines (ATMs) we do not own or operate will not be available until the fourth business day after the day of your deposit. This rule does not apply at ATMs that we own or operate. We own and operate ATMs at the following locations:

- 401 McMurray Road, Bethel Park, PA 15102
- 5259 Library Road, Bethel Park, PA 15102
- 3635 Brownsville Road, Pittsburgh, PA 15227

This also includes ATMs in the Freedom Alliance Network.

**Special Rules for New Accounts.** If you are a new customer, the following special rules will apply during the first thirty (30) days your account is open:

- Funds from electronic direct deposits to your account will be available on the day we receive the deposit.
- Funds from deposits of cash, wire transfers, and the first \$5,000 of a day's total deposits of cashier's, certified, teller's, traveler's, and federal, state and local government checks will be available on the first business day after the day of your deposit if the deposit meets certain conditions. For example, the checks must be payable to you. The excess over \$5,000 will be available on the fourth business day of your deposit.
- 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 \$5,000 will not be available until the second business day after the day of your deposit.
- Funds from deposits of checks drawn on Brentwood Bank will be available on the same business day as the day of your deposit.
- Funds from all other check deposits will be available on the sixth business day after the day of your deposit.

## **SUBSTITUTE CHECK POLICY DISCLOSURE**

### Substitute Checks and Your Rights

#### **What is a Substitute Check?**

To make check processing faster, federal law permits banks (and credit unions) to replace original checks with "substitute checks". These checks are similar in size to original checks with a slightly reduced image of the front and back of the original check. The front of a substitute checks states: "This is a legal copy of your check. You can use it the same way you would use the original check." You may use a substitute check as proof of payment just like the original check.

Some or all of the checks that you receive back from us may be substitute checks. This notice describes rights you have when you receive substitute checks from us. The rights in this notice do not apply to original checks or to electronic debits to your account. However, you have rights under other law with respect to those transactions.

#### **What are My Rights Regarding Substitute Checks?**

In certain cases, federal law provides a special procedure that allows you to request a refund for losses you suffer if a substitute check is posted to your account (for example, if you think that we withdrew the wrong amount from your account or that we withdrew money from your account more than once for the same check). The losses you may attempt to recover under this procedure may include the amount that was withdrawn from your account and fees that were charged as a result of the withdrawal (for example, bounced check fees).

The amount of your refund under this procedure is limited to the amount of your loss or the amount of the substitute check, whichever is less. You also are entitled to interest on the amount of your refund if your account is an interest-bearing account. If your loss exceeds the amount of the substitute check, you may be able to recover additional amounts under other law.

If you use this procedure, you may receive up to \$2,500.00 of your refund (plus interest if your account earns interest) within 10 business days after we received your claim and the remainder of your refund (plus interest if your account earns interest) not later than 40 calendar days after we received your claim.

We may reverse the refund (including any interest on the refund) if we later are able to demonstrate that the substitute check was correctly posted to your account.

## How Do I Make a Claim For a Refund?

If you believe that you have suffered a loss relating to a substitute check that you received and that was posted to your account, please contact us at Brentwood Bank, 411 McMurray Road, Bethel Park, PA 15102, or by phone at (412)-409-9100 or [brentwoodbank@brentwoodbank.com](mailto:brentwoodbank@brentwoodbank.com). You must contact us within forty (40) calendar days of the date that we mailed (or otherwise delivered) by a mean to which you agreed) the substitute check in question or the account statement showing that the substitute check was posted to your account, whichever is later. We will extend this time period if you were not able to make a timely claim because of extraordinary circumstances.

Your claim must include:

- A description of why you have suffered a loss (for example, you think the amount withdrawn was incorrect);
- An estimate of the amount of your loss;
- An explanation of why the substitute check your received is insufficient to confirm that you suffered a loss; and
- Either a copy of the Substitute Check or the following information to help identify the substitute check:
  - Account number
  - Check number
  - Amount of the check
  - Date the check was paid or posted to your account
  - The reference number for the check (if known)
  - Name of person to whom you wrote the check
  - Any other pertinent information