

How do overdrafts and returned checks happen?

When you:

- Write a check,
- Withdraw money from an ATM,
- Use your debit card to make a purchase, or
- Make an automatic bill payment or other electronic payment

For more than the amount in your checking account, you overdraw your account. We have the choice to either pay the amount or not. If it pays, even though you don't have the money in your account, you may be charged an "overdraft" fee. If we return your check without paying it, you may be charged a "nonsufficient funds (NSF)" fee, **AND** the person or company that you wrote the check to – for example, a store, your landlord, or the phone company – may charge you a "returned-check" fee **in addition to** the fee we charged you.

How can you avoid overdraft and NSF fees?

The best way to avoid overdraft and returned check fees is to manage your account so you don't overdraw it.

- **Keep track of how much money you have in your checking account by keeping your account register up-to-date.** Record all checks when you write them and other transactions when you make them. And don't forget to subtract any fees.
- **Pay special attention to your electronic transactions.** Record your ATM withdrawals and fees, debit card purchases, and online payments.
- **Enroll in online banking for easy account access, this service is free at westbury bank.**
- **Remember that electronic payments, debit card transactions and checks are presented to your account for payment very quickly.** If you did not have the money in your account when the transaction occurred, make your deposit to cover these purchases/services immediately.

Don't forget about automatic bill payments you may have set up for utilities, insurance, or loan payments.

- **Keep an eye on your account balance.** Remember that some checks and automatic payments may not have cleared yet.
- **Review your account statements each month.** Between statements, you can find out which payments have cleared and check your balance by calling the bank or by checking online or at an ATM. Be sure to find out the actual amount in your account, keeping in mind transactions that have not yet posted to your account and payments or transfers that have been scheduled in advance.

Sometimes mistakes happen. If you do overdraw your account, deposit money into the account as soon as possible to cover the overdraft amount plus any fees and daily charges. Depositing money into your account can help you avoid additional overdrafts and fees.

Managing your account:

Managing your account carefully allows you to enjoy the convenience of a checking account while avoiding any extra charges. A bank where you have successfully managed a checking account for a period of time may also be a valuable reference for your credit history. **westbury bank** is always happy to assist you with any questions or concerns you have regarding your account.

- **Take a few minutes each month to balance your account and verify account activity.**
- **Access your account through online banking to keep track of current and pending debit card purchase activity.** www.westburybankwi.com
- **If you overdraw your account, get money back into your account as soon as possible.** Remember that you need to put enough money back into your account to cover *both* the amount of your overdraft and any bank fees.
- **Good account management is the lowest-cost way to protect your hard-earned money.** If you need help managing your account, please call us at 1-800-924-7309 and we will provide any assistance possible.