

Heritage Bank Funds Availability Policy

Our Funds Availability Policy outlines when funds you deposit into your Heritage Bank checking and money market account(s) are considered received and when they will be available to you. Our Policy is to make funds from your deposits available to you according to the type of deposit you make and the amount of time you have had a deposit account with us.

This Funds Availability Policy only applies to our consumer and business checking and money market accounts; it does not apply to our consumer and business savings accounts, certificates of deposit or IRAs.

WHEN A DEPOSIT IS RECEIVED

For determining the day your deposit is received and the availability of your deposit, every day is a business day, except Saturdays, Sundays and federal holidays.

- **Deposits made at a Heritage Bank branch:** Any deposit made before a branch closes on a business day is considered received that business day. If you make a deposit on a day that is not a business day or on a day that we are not open, we will consider the deposit received on the next Business Day that we are open.
- **Deposits made at a Heritage Bank ATM:** Heritage Bank ATMs do not accept deposits.
- **Deposits made at a Heritage Bank night depository:** If you make a deposit through one of our night depositories, the day your deposit is considered received by us is the business day we remove it from the night depository, so long as your deposit is accessible for processing (e.g., your bag with the deposit is not locked). This typically is by 9:30 a.m. the business day after the day you place your deposit in the night depository.
- **Deposits mailed to Heritage Bank:** If you make a deposit by mailing it to one of our branches, the day your deposit is considered received by us is the business day we receive it and process the mail.

AVAILABILITY TO WITHDRAW FUNDS

Electronic direct deposits, wire transfers, and any cash deposited to your account will be available on the **SAME** day we receive your deposit. Our Policy is to make funds from your check deposits available to you on the **FIRST** business day after the day we receive your deposit. Once the funds are available, you can withdraw them in cash, and we will use the funds to pay checks that you have written. See the “LONGER DELAYS MAY APPLY” section below which outlines when other delays may impact your availability of funds from check deposits.

CHECKS THAT ARE RETURNED TO US UNPAID

Please remember that even after we have made funds available to you and you have withdrawn the funds, you are still responsible for checks you deposit that are returned to us unpaid and for any other problems involving your deposit. It's possible that the item may be returned to us even after significant time has passed since your deposit. You are still responsible for checks or other items you deposit that are returned to us unpaid and for any other problems involving your deposit.

HOLDS ON OTHER FUNDS

If we cash a check for you that is drawn on another bank, 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 bank, 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 not be available for withdrawal until the time periods that are described elsewhere in this disclosure for the type of check that you deposited.

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LONGER DELAYS MAY APPLY

In some cases, funds that you deposit by check may be delayed for a longer period of time under the following circumstances.

- We believe a check you deposited will not be paid.
- Your deposited checks total more than \$5,525 on any one day.
- You redeposit a check that has been returned unpaid.
- You have overdrawn your account repeatedly in the last 6 months.
- There is an emergency, such as a failure of computer or communications equipment.

Generally, funds held for the reasons listed above will be available no later than the **SEVENTH** business day after the day we receive your deposit, except for deposited checks that total more than \$5,525 on any one day. In this instance, the first \$5,525 of a day's total deposits of cashier's, certified, teller's, travelers, and federal, state and local government checks will be available on the **FIRST** business day after the day we receive your deposit. The excess over \$5,525 will be available on the **SEVENTH** business day after the day we receive your deposit. For all other check deposits that total more than \$5,525 on any one day, the first \$225 will be available on the **FIRST** business day after the day we receive your deposit, an additional \$5,300 will be made available on the **SECOND** business day after the day we receive your deposit, and the excess over \$5,525 will be available no later than the **SEVENTH** business day after the day we receive your deposit.

If we are not going to make all of the funds from your deposit available at the ordinary time, we will notify you at the time you make your deposit and include when your funds will be available. If your deposit is not made directly to one of our employees, or if we decide to take this action after you have left the premises, we will mail you the notice by the day after we receive your deposit. **If you will need the funds from a deposit right away, you should ask us when the funds will be available.**

SPECIAL RULES FOR NEW ACCOUNTS

If you are a new customer, the following special rules will apply during the first 30 days your account is open.

Electronic direct deposits, wire transfers, and any cash deposited to your account will be available on the **SAME** day we receive your deposit. Funds from the first \$5,525 of a day's total deposits of cashier's, certified, teller's, travelers, and federal, state and local government checks will be available on the **FIRST** business day after the day we receive your deposit. The excess over \$5,525 will be available on the **NINTH** business day after the day we receive 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 \$5,525 will not be available until the **SECOND** business day after the day we receive your deposit.

Funds from all other check deposits will be available on the **TENTH** business day after the day we receive your deposit.