

# **Funds Availability Policy Disclosure for Deposit Accounts**



In compliance with the Expedited Funds Availability Act, implemented by Regulation CC, SunTrust Bank's Funds Availability Policy Disclosure provides information regarding when deposited funds will be available to you for withdrawal and the payment of checks.

Please retain this disclosure for your records.

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## Policy

SunTrust Bank's policy is applied according to the length of time your account has been opened, the amount of the deposit, the item(s) deposited, and the manner in which you have handled your account. Unless indicated otherwise in this disclosure, the policy applies to the following accounts: Business and Personal Checking, Interest Checking (NOW Accounts), Money Market and Savings Accounts.

It is our policy to provide you with early access to your money within the guidelines of sound banking practice. Although we may delay the availability of certain funds deposited to your account, we strictly adhere to Federal Banking Regulations concerning such delays. **During the delay, the funds are not available, and therefore you may not withdraw the funds.** If checks are presented or withdrawals made against unavailable funds, a returned item or overdraft fee may be assessed to your account and the checks may be returned unpaid.

**This policy does not apply to deposited items drawn on financial institutions located outside of the United States.**

### Immediate Availability

Funds from the following deposits are considered collected immediately and available for withdrawal on the day we receive the deposit:

- Cash Deposits (excludes coins until counted and verified)
- Wire Transfer Deposits
- Electronic Direct Deposits (such as Social Security benefits and payroll benefits)

### Next-Day Availability

Funds from the following deposited items, also known as Next-day availability items, are available for withdrawal on the first business day after the day of your deposit, unless we delay your availability as described in the Longer Delays May Apply section on page 7. The checks must be **payable to you, deposited to your account and made in person to a SunTrust employee.**

- SunTrust Bank checks
- U.S. Treasury checks
- U.S. Postal Money Orders
- Federal Reserve Bank checks
- Federal Home Loan Bank checks
- State, local government and U.S. government checks\*
- Cashier's, Certified, and Teller's checks\*

**\*Separate Deposit required on these items for Business Accounts Only.** We cannot distinguish state and U.S. government checks, or Cashier's, certified or teller's checks

from other checks drawn on the same paying bank's Routing and Transit Number that are not given next-day availability. Therefore, if you wish to receive next-day availability on these items, you must inform the teller at the time that you make the deposit. You may not receive next day availability on the items mentioned above if you are depositing these items through mobile deposit, SunTrust image ATMs, Online Cash Deposit, Image Cash Letter, armored car deliveries to a cash vault or though Lockbox. In order to ensure next day availability on these items, you must make your deposit at a SunTrust branch to a teller or through the mail in the following manner. The state and U.S. government checks, Cashier's, certified or teller's checks that you wish to receive Next Day Availability items must be segregated from other items you are depositing and processed under a separate deposit ticket. If you mail the deposit or make the deposit through the night depository, place these items on a separate deposit ticket and check the Special Deposit box or write Special Deposit on the SunTrust Bank night depository, or mail-deposit envelope.

**Collection of Rejected and Returned Items.** The collection process is delayed or interrupted if the check rejects during processing or is returned unpaid. If you deposit a check that rejects during processing, collection of the funds may be delayed one additional business day. If a check you deposit is returned unpaid and charged back to your account, we may hold the amount of the returned check and withhold the use of the funds two business days from the date the returned check is charged back to the account. Returned checks that we automatically re-present to the paying bank on your behalf must also go through the collection process again. Therefore, use of funds equal to the amount of the check(s) re-presented may be withheld up to four business days from the date the check(s) is re-presented.

**Special Processing for Certain SunTrust Checks.** Checks drawn on SunTrust Bank and deposited to SunTrust Bank accounts are considered collected on the day of deposit. However, there are certain checks drawn on SunTrust Bank Business Accounts that have unique Routing and Transit Numbers. These items are routed through a Federal Reserve District or Region for special processing, which results in the depositing banking office not receiving credit for the item on the day of deposit. If you deposit a check drawn on one of these unique Routing and Transit Numbers, the funds will not be collected and available for the payment of incoming checks or withdrawal until the **first business day after day of deposit.**

SunTrust Routing and Transit Numbers that require special processing are: **0611-0079-0.**

***The following Section applies to Business Accounts only***

### **“Collected” Funds Availability for Business Accounts**

When you deposit a non-SunTrust Bank check into your account, the Bank must collect the funds from the “paying bank.” The check is sent to the Federal Reserve Bank (or another clearing bank) and the Bank receives provisional credit (pending final payment by the paying bank). The check is then presented to the paying bank. Once the presentment process is completed, the funds are deemed “collected.” Use of these funds prior to this time is considered **“drawing against uncollected funds.”** A per-item fee may be assessed to your account if you draw against uncollected funds.

Although a check you deposit may be considered collected by us, the paying bank may still return the check to us unpaid.

To ensure there are sufficient funds in your account to cover the check amount if the deposited check is returned, we may place a “hold” on your account for the amount of the check. Refer to the following section in this disclosure for the number of days availability may be delayed when a hold is placed on the account: **Availability of Funds on Deposits to Your Account.**

Checks will be considered collected and available for the payment of incoming checks or for withdrawal unless the Bank withholds the use of the deposited items by placing a hold on your account.

The number of collection days on check deposits depends on the location of the paying bank. You may request a copy of SunTrust Bank’s check-processing availability schedule to determine when checks are considered collected.

### **Depositor’s Responsibility**

We may make funds from deposited checks available to you before the funds are collected. You are still responsible for any deposited checks that are returned unpaid and for any other problems concerning your deposit, even if you have already withdrawn the funds from your account.

### **Business Day and Cutoff Times**

The Bank determines when deposited items are considered collected or available for the payment of checks or withdrawal based on the number of business days from the day of your deposit.

**“Business day”** does not include Federal holidays on which SunTrust banking offices are closed or any Saturday or Sunday, even if our offices are open. If you make a deposit before the SunTrust banking office’s business-day cutoff time, we will

consider that day to be the day of your deposit. However, if you make a deposit after this business-day cutoff time 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 business day of your deposit is indicated on the deposit receipt provided by the teller. Our earliest business-day cutoff time at a banking office is 2:00 p.m. Later business-day cutoff times may apply in certain offices or locations.

**Deposits at Night Depository Facilities and Automated Teller Machines (ATMs).** If you make your deposit after 7:00 a.m. ET at a SunTrust Bank night depository or after 9:00 p.m. ET at a SunTrust Bank ATM or SunTrust Interactive ATM or on a day we are not open, we will consider that the deposit was made on the next business day we are open.

**Mobile Deposits.** If you make your deposit after 9:00 p.m. ET using SunTrust Mobile Banking App or on a day we are not open, we will consider that the deposit was made on the next business day we are open. Before making a mobile deposit, please endorse the back of the check with the words “for mobile deposit only” or the check may be refused for deposit.

### **Deposited Funds on “Hold”**

We may place a “hold” on your account for the amount of a deposited check to ensure that there are sufficient funds to cover the check amount if the deposited check is returned unpaid. If we do place a hold on your deposit, you will be notified of the dates the funds will be available for the payment of checks or withdrawals.

**Deposits at Any SunTrust Banking Office.** You may make deposits to your account at any SunTrust banking office located in Alabama, Arkansas, District of Columbia, Florida, Georgia, Maryland, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.

### **Availability of Funds on Deposits to Your Account**

For **Personal Accounts**, our policy is generally to make funds from your deposits available to you on the first business day after the business day we receive your deposit.

For **Business Accounts**, our policy is generally to make funds from your deposits available to you for the payment of checks or withdrawal based on when the Bank has received credit for the items you deposit.

For **Business and Personal Accounts**, funds from cash deposits, electronic direct deposit and wire transfers to your account will be available for withdrawal on the day we receive the deposit. Funds from SunTrust checks and next-day availability items will be made available for withdrawal the first business

day after day of deposit. Next-day availability items include U.S. Treasury checks, U.S. Postal Money Orders, Federal Reserve Bank and Federal Home Loan Bank checks, Cashier's, Certified Teller's, Federal, State, local government and U.S. checks. You must request next-day availability and use a separate deposit ticket for Cashier's, Certified, Teller's and government and deposit in-branch with a teller.

## Case-by-case Holds on Business and Personal Accounts

In some cases, we will delay the availability on U.S. checks you deposit to your account. The first **\$200** of each day's **total deposits** of those checks, which do not qualify for next-day availability, will be available on the **first business day after the day of the deposit**. Remaining funds will be available as follows.

Description of Deposit	Available for Withdrawal
U.S. Checks	Up to \$400 of the total deposits available for withdrawal in cash by 5:00 p.m. on second business day after day of deposit. Remaining funds available on the evening of second business day to pay checks; available for withdrawal on third business day after day of deposit.

If the day on which you would receive the additional \$400 is the same day for two or more deposits, you will receive a maximum of \$400 on that day.

We will notify you if we are going to delay the availability of the deposited items and tell you when the 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 a notice of hold no later than the first business 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.

## Longer Delays May Apply

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

- We believe a check you deposit will not be paid.
- 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.
- There is an emergency such as failure of communications or computer 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. The funds will generally be available no later than the seventh business day after the day of your deposit.

During the delay, the funds are unavailable, and therefore you may not withdraw the funds. If checks are presented or withdrawals made against unavailable funds, a per-item fee may be assessed to your account and the checks may be returned unpaid.

We may refuse to accept a check for deposit if we believe the check is not collectible. In this case, you may present the check for payment directly to the paying bank or you may request us to send the item to the paying bank for collection in your name.

### **Special Rules for New Account Holders**

For purposes of this Funds Availability Policy, a “new account holder” is defined as a customer who does not have a SunTrust Bank checking account that has been open for more than 30 calendar days. If you are a new account holder, the following rules will apply when a deposit is made during the first 30 calendar days your account is open. All deposits not discussed in this section will be available as described elsewhere in this Policy.

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 no later than the ninth business day after the 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 may not be available until the second business day after the day of your deposit.

After the new account period has ended, funds from your deposits will be available according to our general policy.

### **Holds on Other Checks**

If we cash a check for you that is drawn on another bank, we may withhold the availability of that amount of funds already in your account. Those funds will be available for withdrawal at the time funds from the check we cashed would have been made available if you had deposited it.

If we accept for deposit a check that is drawn on another bank, we may make funds from that deposit available for withdrawal immediately but delay your availability to withdraw a like amount of funds that you already have on deposit in another account with us. The funds in the other account will be available for withdrawal at the time funds from the check you deposited would have been made available, if we had placed a hold on the deposited check.

### **Debit Card/ATM Authorized Transaction Holds**

When you use your Debit Card or ATM Card at certain merchant locations, the merchant may obtain an authorization for the amount of the purchase or an authorization for an amount that is more than the final transaction. At the time the merchant obtains the authorization for the Card transaction, a hold is placed on your Account for the amount of the authorization – to ensure that the funds are available when the transaction is presented for payment. If the Card transaction required your Personal Identification Number (PIN), the funds are held through the business day of authorization. If the Card transaction was performed without entering your PIN (usually referred to as a signature-based transaction), the funds are held for up to three business days. If the authorized transaction is presented for payment before three business days have elapsed, an attempt is made to match the payment to the original authorization. If a match occurs, the hold is typically removed. The funds on hold for an authorized Card transaction are not available for other uses during the hold period. If other items are presented for payment against the funds on hold, your Account may be subject to a per-item fee for drawing against unavailable funds.

### **Endorsement Standards**

Checks should be endorsed only within the area indicated as “Customer Endorsement.” This area is limited to 1.5” from the trailing edge. The other areas are reserved for bank endorsements. Failure to restrict your endorsement to the indicated area may result in losses to you because of delayed or misrouted items.

SunTrust Bank will not be liable for losses resulting from a delay in return or misrouting of deposited items caused by unreadable endorsements due to other material or markings placed in the “Depository Bank Endorsement” or “Subsequent Bank Endorsement” areas. SunTrust Bank reserves the right to charge these losses back to your account.

Identification information on the maker of the check should be indicated on the front of the check to avoid interference with the endorsement area.

The following sample check illustrates endorsement locations.

139

THOMAS  
2083 MT. PLEASANT DR.  
ANYWHERE USA 12345

63-530  
631

PAY TO THE  
ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

**SUNTRUST** SunTrust Bank  
Central Florida

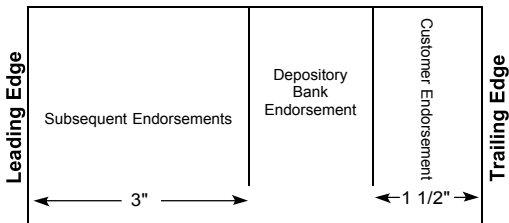
SAMPLE VOID

FOR \_\_\_\_\_

⑆5⑆000⑆007⑆ 0⑆23456789⑆ 9820

Trailing Edge

Leading Edge



### Routing and Transit Number Location

The following samples of checks illustrate where a bank's Routing and Transit Number is located.

#### PERSONAL CHECK

Pay to the  
order of \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ dollars

(Bank Name  
and Location)

123456789 000000000 000

Routing Number

#### BUSINESS CHECK

Name of Company  
Address, City, State

Pay to the  
order of \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ dollars

(Bank Name  
and Location)

000000000 123456789 000000000 000

Routing Number



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