

## ADDITION FINANCIAL DEPOSIT AVAILABILITY POLICY

When a deposit is made to your account, the funds may not be available immediately. For example, if you deposit a check on Monday, you may not be able to withdraw the funds from that check, and we may not pay another check with those funds, until Tuesday or even later. See the *Availability Timeline* below for details about when you can use the funds from different types of deposits. The *Availability Timeline* applies to deposits to transaction accounts that are made at an Addition Financial branch or by mail. The *Availability Timeline* does not apply to either deposits made to non-transactional accounts or to any digital deposits, such as those made via remote deposit capture.

If you withdraw funds from a check deposit, and the check is later returned unpaid, we may charge the check back to your account.

### Availability Timeline for Deposits to Established Accounts

Below is our general policy for deposits to accounts open for more than 30 days. **Longer delays may apply**, and different rules apply for **checks deposited to accounts open 30 days or less**.

**What is a “Business Day?”** A **business day** is any day of the week except Saturday, Sunday, and Federal holidays. A deposit before closing on a business day is considered deposited that day. A deposit made after that time, or on a day we are closed is considered deposited the next business day.

| When a deposit is made by ...   | Deposited funds are available ...  |
|---|--|
| <ul style="list-style-type: none"> <li>• <b>Electronic direct deposit, wire transfer, cash</b></li> </ul>   | <ul style="list-style-type: none"> <li>• The same business day</li> </ul>  |
| <ul style="list-style-type: none"> <li>• <b>Check</b></li> </ul>  | <ul style="list-style-type: none"> <li>• Usually the next business day, but see “Longer Delays May Apply” below</li> </ul>   |
| <ul style="list-style-type: none"> <li>• <b>Check from an account at Addition Financial</b></li> </ul>  | <ul style="list-style-type: none"> <li>• The same business day</li> </ul>  |
| <ul style="list-style-type: none"> <li>• <b>U.S. Treasury check</b> payable to you</li> <li>• <b>Government, cashier’s, certified, teller’s, or traveler’s check</b> payable to you and deposited with a teller</li> <li>• <b>Postal money order, Federal Reserve Bank check, or Federal Home Loan Bank check</b> payable to you and deposited with a teller</li> </ul> | <ul style="list-style-type: none"> <li>• The same business day</li> </ul>  |
| <ul style="list-style-type: none"> <li>• <b>Other checks</b> not specifically described above</li> </ul>  | <ul style="list-style-type: none"> <li>• The first \$225 is available on the same business day</li> <li>• The remainder up to \$5,525 is available in 2 business days</li> <li>• Any remainder over \$5,525 is available in up to 7 business days</li> </ul> |

#### Check Cashing, Immediate Availability, and Holds on Other Funds

We may cash a check or make a check deposit available immediately if you have funds to cover that check in any of your accounts with us. If we do, we will hold those funds (equal to the amount of the check) in your account(s) according to the timelines described elsewhere in this policy.

#### Longer Delays May Apply

Funds from check deposits may not be available according to the timeline described above. In some cases funds may be held for up to 2 business days. In these cases, the first \$225 of the deposit will be available on the same business day.

Funds from check deposits may be delayed for up to **7 business days** if:

- 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 returned unpaid.
- You have overdrawn your account repeatedly in the last 6 months.
- There is an emergency, such as failure of computer or communications equipment.

We will notify you if we delay your ability to withdraw funds, and we will tell you when the funds will be available.

**Deposit Reconciliation.** If you deliver a deposit to us and you will not be present when the deposit is counted, you must provide us an itemized list of the deposit (deposit slip). To process the deposit, we will verify and record the deposit, and credit the deposit to the account. If there are any discrepancies between the amounts shown on the itemized list of the deposit and the amount we determine to be the actual deposit, we will notify you of the discrepancy. You will be entitled to credit only for the actual deposit as determined by us, regardless of what is stated on the itemized deposit slip.

**If you will need the funds from a check deposit right away, ask us when the funds will be available.**

### Availability Timeline for Deposits to New Accounts (Open 30 Days or Less)

| When a deposit is made by ...  | Deposited funds are available ...   |
|--|---|
| <ul style="list-style-type: none"> <li>• <b>Electronic direct deposit, wire transfer, cash</b></li> </ul>  | <ul style="list-style-type: none"> <li>• The same business day</li> </ul>   |
| <ul style="list-style-type: none"> <li>• <b>Check from an account at Addition Financial</b></li> </ul>   | <ul style="list-style-type: none"> <li>• The same business day</li> </ul>   |
| <ul style="list-style-type: none"> <li>• <b>US Treasury check</b> payable to you</li> </ul>  | <ul style="list-style-type: none"> <li>• The first \$5,525 is available on the same business day</li> <li>• Any remainder over \$5,525 is available in up to 9 business days</li> </ul> |
| <ul style="list-style-type: none"> <li>• <b>Government, cashier’s, certified, teller’s, or traveler’s check</b> that is payable to you</li> <li>• <b>Postal money order, Federal Reserve Bank check, or Federal Home Loan Bank check</b> payable to you</li> </ul> | <ul style="list-style-type: none"> <li>• The first \$5,525 is available on the same business day</li> <li>• Any remainder over \$5,525 is available in up to 9 business days</li> </ul> |
| <ul style="list-style-type: none"> <li>• <b>Other checks</b> not specifically described above. For example, personal checks or checks not written to you.</li> </ul>   | <ul style="list-style-type: none"> <li>• In up to 9 business days</li> </ul>  |