



**What You Need To Know About Overdrafts and Overdraft Fees**

An overdraft occurs when you do not have enough money in your account to cover a transaction, but we pay it anyway. We can cover your overdrafts in two different ways:

1. We have standard overdraft practices that come with your account.
2. We also offer overdraft protection plans, such as link a savings account or line of credit, which may be less expensive than the standard overdraft practices. To learn more, ask a customer service representative about these plans.

**What are the standard overdraft practices that come with my account?**

Haverhill Bank may authorize and pay overdrafts for the following types of transactions:

- Checks and other transactions made using your checking account number.
- Automatic Bill Payments.

Haverhill Bank does not authorize and pay overdrafts for the following types of transactions unless you authorize us to do so:

- ATM Transactions
- Everyday Debit Card Transactions

Haverhill Bank pays overdrafts at our discretion, which means we do not guarantee that we will always authorize and pay any type of transaction.

If we do not authorize and pay an overdraft, your transaction will be declined.

**What fees will I be charged if Haverhill Bank pays my overdraft?**

Under Haverhill Bank’s standard overdraft practices:

- Haverhill Bank will charge you a fee of up to \$30.00 each time an overdraft is paid, with a maximum of 5 per day.
- No overdraft fee is assessed if the overdraft balance or item is less than or equal to \$10.00.

**What if I want Haverhill Bank to authorize and pay overdrafts on my ATM and everyday debit card transactions?**

If you want Haverhill Bank to authorize and pay overdrafts on ATM and everyday debit card transactions, call (978)374-0161, complete the form below and return it by mail or visit any conveniently located branch.

I want Haverhill Bank to authorize and pay overdrafts on my ATM and everyday debit card transactions.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Account Number(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**You may always opt out:** You may choose at any time not to participate in the ODP service and/or the additional overdraft coverage for one-time ATM/debit card transactions and withdrawals by notifying one of our Customer Service Representatives who will explain what this ('Opt-Out') means and the potential consequences for you. Please contact Haverhill Bank at (978)374-0161 or visit any branch to discuss any questions you may have.

**FOR INTERNAL USE ONLY**

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Date Processed

\_\_\_\_\_  
Initials