

## Your Ability to Withdraw Funds

This brochure provides information to allow you to determine when funds you deposit or receive electronically to any checking, money market or savings account you maintain with us are available for cash withdrawal or for the payment of checks to others.

We make funds from cash and electronic deposits available to you on the same day we receive them. Check deposits are available according to the time frames outlined in this brochure. Once the funds are available, you can make withdrawals by cash, check, Automated Teller Machine (ATM), etc.

## Determining the Availability of a Deposit

The length of the delay is counted in business days from the day of your deposit. Every day is a business day except Saturdays, Sundays, and legal holidays.

- If you make a deposit on a business day that we are open, we will consider that day to be the day of your deposit.
- Funds mailed to us are considered deposited on the day we receive them.
- Our night drop is opened every morning. Funds placed in a night depository are considered deposited on the day we process them.
- Funds deposited at an ATM or Point of Banking terminal (POB) that we do not own or operate will be available when we receive them, not later than the second business day after the day of your deposit.

## Same Day Availability

Funds from the following deposits are available on the same day as the day of your deposit:

- Cash, if it is deposited in person with one of our employees.

- Wire transfers and electronic credits (ACH) including preauthorized credits such as Social Security benefits and payroll payments.

## Next-Day Availability

Funds from the following deposits are available on the first business day after the day of your deposit:

- Checks drawn on Bank of Utica.
- U.S. Treasury checks that are payable to you.
- Federal Reserve Bank checks, Federal Home Loan Bank checks, and U.S. postal money orders, if these items are payable to you.
- Checks drawn on the State of New York or any local governmental unit in New York that are payable to you if you use a special deposit slip available in the lobby.
- Cashier's, certified and teller's checks that are payable to you if you use a special deposit slip available in the lobby.

The last two items listed above require a special deposit slip (available in the lobby or you can ask a teller for these). If these checks are not deposited using the special deposit slip, funds will be available according to the following rules, as will all other check deposits.

## Other Check Deposits

The delay for other check deposits depends on whether the check is a local or a nonlocal check. To see whether a check is a local or a nonlocal check, look at the routing number on the check. The routing number is a nine-digit number which appears along the bottom of the check, usually in the left corner.

Some checks are marked "Payable through" and have a four or nine digit number nearby. For these checks, use the four-digit number (or the first four digits of the nine-digit number), not the routing numbers at the bottom of the check to determine if these checks are local or non-local.

Once you have determined the first four digits of the routing number, the following chart will show you when funds from the check will be available:

Look at the first four digits of the routing number – The following routing numbers are local checks. \$100 is available on the first business day after the day of your deposit and the remainder is available on the second day (e.g. If a deposit is made on Monday, \$100 will be available on Tuesday and the remainder will be available on Wednesday).

0110	0434	0918	1213	2223	2719	3039
0111	0440	0919	1220	2260	2720	3040
0112	0441	0920	1221	2280	2724	3041
0113	0442	0921	1222	2310	2730	3049
0114	0510	0929	1223	2311	2739	3070
0115	0514	0960	1224	2312	2740	3110
0116	0515	1010	1230	2313	2749	3111
0117	0519	1011	1231	2319	2750	3113
0118	0520	1012	1232	2360	2759	3119
0119	0521	1019	1233	2410	2813	3120
0210	0522	1020	1240	2412	2830	3122
0211	0540	1021	1241	2420	2839	3123
0212	0550	1022	1242	2421	2863	3130
0213	0560	1023	1243	2422	2910	3131
0214	0570	1030	1250	2423	2911	3140
0215	0710	1031	1251	2430	0912	3149
0216	0711	1039	1252	2432	2912	3163
0219	0712	1040	2110	2433	2913	3210
0223	0719	1041	2111	2434	2914	3211
0260	0720	1049	2112	2440	2915	3212
0280	0724	1070	2113	2441	2918	3213
0310	0730	1110	2114	2442	2919	3220
0311	0739	1111	2115	2510	2920	3221
0312	0740	1113	2116	2514	2921	3222
0313	0749	1119	2117	2515	2929	3223
0319	0750	1120	2118	2519	2960	3224
0360	0759	1122	2119	2520	3010	3230
0410	0813	1123	2210	2521	3011	3231
0412	0830	1130	2211	2522	3012	3232
0420	0839	1131	2212	2540	3019	3233
0421	0863	1140	2213	2550	3020	3240
0422	0910	1149	2214	2560	3021	3241
0423	0911	1163	2215	2570	3022	3242
0430	0913	1210	2216	2710	3023	3243
0432	0914	1211	2219	2711	3030	3250
0433	0915	1212	2220	2712	3031	3251
						3252

For all other bank numbers: \$100 of the deposit will be available on the first business day after the day of your deposit.

Remaining funds are available on the fifth business day after the day of your deposit. For example if a deposit is made on Monday, \$100 is available on Tuesday and the remainder is available on the following Monday.

### **Local and Nonlocal Checks**

The first \$100 from an aggregate deposit of local and nonlocal checks will be available for cash withdrawal on the first business day after the day of your deposit. The remaining funds will be available for *local* check deposits on the second business day after the day of your deposit and for *nonlocal* check deposits on the fifth business day after the day of your deposit.

### **Longer Delays May Apply**

Funds you deposit by check may be delayed for longer period 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 previously returned unpaid.
- You have overdrawn your account repeatedly in the last six months.
- The bank has an emergency, such as failure of communications or computer equipment.

The decision to delay availability will not be made at the time you make a deposit. If we are not going to make all funds from your deposit available at the times shown above, we will mail you a notice by the day after we receive your deposit. The notice will tell you when the funds will be available. They will generally be available no later than the 11th business day after the day of your deposit.

If you need to know when a particular deposit will be available for withdrawal, you should ask us.

### **Special Rules for New Accounts**

If you are a new customer (you have no other accounts with us), the following rules will apply during the first 30 days your account is open except:

- Cash deposits will be available on the same day as the day of your deposit if deposited in person to one of our employees. Funds from wire transfers or electronic direct deposits to your account will be available on the day we receive them.
- Funds from deposits of the first \$5,000 of a day's total deposits of U.S. Treasury, cashier's, certified, teller's, traveler's and NY 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 and, excluding U. S. Treasury checks, you may have to use a special deposit slip.
- The excess over \$5,000 and funds from all other check deposits will be available on the ninth business day after the day of 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. For example, if we cash a \$100 local check for you, \$100 of funds already in your account will not be available until the first business day after the day we cashed the check.

If we accept for deposit a check that is drawn on another bank, we may make funds from the deposit available immediately but delay your ability to withdraw a corresponding amount of funds that you have on deposit in another account with us. The funds in the other account would then not be available for withdrawal until the time periods that are described elsewhere in the disclosure for the type of check that you deposited.

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# **CHECK CLEARING POLICIES**

## ***Funds Availability***



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