

## BUSINESS CHECK CARD APPLICATION



### TELL US ABOUT YOUR COMPANY (Please print)

Name (Please print as it appears on the Business Checking account)

CHECK THE ONE THAT APPLIES:	Sole Proprietorship Limited Liability Partnership	Corporation General Partnership	Limited Liability Company Limited Partnership
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Business Address

City	State	Zip
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E-Mail Address

Business Checking Account #	Federal ID #	Business Telephone #
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Other Account #	Other Account #	Other Account #
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### TELL US ABOUT ALL AUTHORIZED CARDHOLDERS (List each person that should receive a check card, including yourself.)

#### CARDHOLDER 1 – PRIMARY CARDHOLDER

First and Last Name of Cardholder #1 (Please print as it should appear on card)	Social Security #	Home Telephone Number
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Signature of Cardholder #1	Daily Cash Withdrawal Limit <b>\$500</b>	Daily Purchase Limit <b>\$5,000</b>
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#### CARDHOLDER 2 – PRIMARY CARDHOLDER

First and Last Name of Cardholder #2 (Please print as it should appear on card)	Social Security #	Home Telephone Number
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Signature of Cardholder #2	Daily Cash Withdrawal Limit <b>\$500</b>	Daily Purchase Limit <b>\$5,000</b>
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#### CARDHOLDER 3 – PRIMARY CARDHOLDER

First and Last Name of Cardholder #3 (Please print as it should appear on card)	Social Security #	Home Telephone Number
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Signature of Cardholder #3	Daily Cash Withdrawal Limit <b>\$500</b>	Daily Purchase Limit <b>\$5,000</b>
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Business Name to be embossed on card (maximum 20 characters).

### DEPOSITOR AUTHORIZATION

Depositor requests that CoVantage Credit Union issue VISA Business Check Cards to the authorized persons named above. The depositor agrees to be bound by the Business Check Card Rules to be issued with the cards. The Business Check Card enables users to make purchases anywhere VISA is accepted. All funds are drawn from the business checking account designated above. Depositor covenants that authorized cardholders are also authorized signers on the business checking account. By signing below, I authorize CoVantage Credit Union to obtain information regarding my credit history.

Signature of Owner/Principal	Date	Signature of Owner/Principal	Date
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<b>FOR CREDIT UNION USE ONLY:</b> Officer Name:	Officer #	CCU #	Branch #
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Special Officer Instructions: All authorized cardholders must be authorized signers on the account. Signatures can be verified by the original Depository Agreement and signature card(s), or with the completion of a new Depository Agreement. This card should not be issued to companies that require two signatures for withdrawals. PIN Numbers are selected by the Credit Union, however, the cardholder may select a specific PIN Number by calling the phone number on the card mailer (877-357-5154). \*Daily withdrawal limits are preset and cannot be customized per card.

## COVANTAGE BUSINESS CHECK CARD RULES

These rules govern the use of your CoVantage Business Check Card(s) to access one or more selected business accounts ("Account"). This Card displays the VISA name and CIRRUS the national system name. Credit cards are governed by their own rules to access credit accounts.

- 1) **General Use of Card**  
Withdrawals at ATMs. Withdrawals (including purchases at point of sale terminals) from an Account are orders to us to pay from the Account at that time, which we may charge against the Account, even though the charge may create an overdraft.
- 2) **ATM transactions – frequency and dollar limitations, and charges**  
You may access your account(s) by ATM using your check card and personal identification number to:
  - a. Make cash withdrawals from share draft or share savings account(s)
  - b. You may make no more than five withdrawals per day
  - c. You may withdraw no more than \$500.00 per day
- 3) CHECK CARD gives you easy access to your money through ATMs locally, nationally and worldwide. Use it at any Automatic Teller Machine where a CIRRUS or VISA/PLUS logo is displayed. You will always need to enter your PIN (Personal ID Number) when using an ATM. CCU has four ATMs that are fee-free to CHECK CARD holders.
- 4) Surcharge-free withdrawals at CoVantage-owned ATMs, and at over 28,000 ATMs that are part of the nationwide Alliance One or CO-OP Network. For a complete listing visit [www.covantagecu.org](http://www.covantagecu.org) and click on "ATM locator" under "Cards". You can also find surcharge-free ATMs by looking for the blue Alliance One or red CO-OP logo on the machine.
- 5) **Types of ATM Point-of-Sale Transactions**  
You may access your share draft account(s) to purchase goods (in person), pay for services (in person), and get cash from a merchant, if the merchant permits, or from a participating financial institution.
- 6) **ATM Point-of-Sale Transactions – frequency and dollar limitations**  
Using your ATM card:
  - a. You may make no more than five transactions per day
  - b. You may not exceed \$500.00 in transactions per day
  - c. These limitations apply in combination with ATM withdrawals.
- 7) **ATM Operator/Network Fees**  
When you use an ATM not owned by us, you may be charged a fee by the ATM operator or any network used (and may be charged a fee for a balance inquiry even if you do not complete a fund transfer).
- 8) **Documentation – Terminal Transactions**  
You can get a receipt at the time you make a withdrawal from your Account using one of our automated teller machines or point-of-sale terminals.
- 9) **Types of VISA Debit/Check Card Transactions**  
You may access share draft account(s) to purchase goods (in person or by phone), pay for services (in person or by phone), get cash from a merchant, if the merchant permits, or from a participating financial institution, and do anything that you can do with a credit card (that a participating merchant will accept with a credit card).  
Check Card Transactions – frequency and dollar limitations  
Using your Check Card:
  - a. You may make no more than 20 in purchases per day
  - b. You may not exceed \$5,000.00 per day
- 10) **VISA Debit/Check Card ATM/Cash Advance – type of transfers-frequency and dollar limitations and charges**  
You may access your share draft account(s) by ATM/Cash Advance at a financial institution using your Check Card and personal identification number, to:  
- get cash withdrawals from share draft account(s) with a Check Card
  - a. You may make no more than five withdrawals per day
  - b. You may withdraw no more than \$500.00 per day
- 11) **Credits/Refunds on Purchases**  
We will not make cash refunds on purchases. Any merchant credit vouchers for returns or adjustments will be credited to your Account when received by us. You must handle any claim for purchases directly with the merchant or other business establishment which accepts the Cards, and you must pay the total amount of the sales draft plus any appropriate charges we may be authorized to make.
- 12) **Charge Backs**  
As to any transaction which (I) involves a sale of goods or services which is paid for directly through a terminal (II) involves a transfer of \$50.00 or more from an Account, and (III) does not involve a check or draft, we shall, upon receipt, within 60 banking business days of the transaction, of written or oral notice from you to us, reverse the transaction and re-credit your account if required by law to do so.
- 13) **Purchases at VISA Merchants or Cash Withdrawals from Financial Institutions**  
You authorize us to charge your Account, even though the charge creates an overdraft, for the total amount shown on a sales draft or withdrawal order originated by use of the Cards, whether or not signed by you, and we are permitted to handle them in the same way we handle checks drawn on your checking account. However, you have no right to stop payment. Purchases or cash withdrawals may be subject to prior authorization.
- 14) **Advisory Against Illegal Use**  
You agree not to use your card(s) for illegal gambling or other illegal purpose. Display of a payment card log by, for example, an online merchant does not necessarily mean that transactions are lawful in all jurisdictions in which the cardholder may be located.

15) **Limitations to Credit Union's Responsibilities**

The terminals represented by the ATM systems shown on your Cards, and any other ATM system terminals, at which the Cards may be used, are available for your convenience and we are not liable for the unavailability of failure to operate all or any part of any ATM system. We are also not liable for the refusal of any merchant to honor Cards. Except for our own negligence, we are not liable for any personal injury or tangible property damage suffered or incurred by you through use or attempted use of Cards at any terminal. We are not liable for any loss, cost, damage or expense incurred by you by reason of malfunction of any part of any ATM system or failure to complete any transaction which is caused by natural disaster, fire, strike, war, riot, or act of God or any other cause of any kind of nature beyond our control and any other entity which is part of or connected to any ATM system; and we are not liable for consequential damages.

16) **Customer Liability Notification of Unauthorized Use**

You may be liable to us for unauthorized use of Cards. If you or any authorized user furnishes a Card to another person, you shall be deemed to have authorized all transactions that may be accomplished by the Card until you have given actual notice to us that further transactions are unauthorized. If you believe your Cards or personal identification number ("PIN") have been stolen, or someone has transferred money or may transfer money from your Account without your permission, you should notify us immediately. Telephone is the best way of doing this. Call the Credit Union at 715-627-4336. You shall confirm such notice in writing. You shall be obligated to pay us the amount of any money, property or services obtained by the authorized use of the Card, to the extent that we are unable to charge such amounts to the Account; and you authorize us to charge the amount of any such obligations to any other of your accounts with us. Under Visa's Liability Waiver Program, the Company may request that the Financial Institution waive the Company's liability for waivable charges only if the company meets all of the requirements in the program. (A copy of the Visa Liability Waiver Program is available at the Credit Union).

17) **Limitation on Use of Card**

You may not:

- a. Request (I) charges, withdrawals or transfers of funds from an Account if the charges, withdrawals or transfers would exceed the available Account balance together with any applicable unused credit line, but we at our option may permit you to do so; (II) a charge, withdrawal or transfer in an amount in excess of any dollar limitations imposed by a terminal operator or ATM system, (III) a withdrawal which exceeds limits as established by us.
- b. Deposit funds to an Account. Neither we nor any terminal owner is liable to you if the transaction is not completed and you violated any of these rules.
- c. Make loan payments to us by means of deposits or transfers at an ATM.

18) **Use of Card and PIN Number**

You shall have sole and exclusive responsibility for providing Cards and PINs to those individuals whom you authorize to use the Card(s). You warrant that all authorized cardholders will also be authorized signers on the Account. You are responsible for assuring that authorized users at all times safely keep the cards and PINs and not permit anyone else to use them and not disclose the PIN to anyone else. The Card, PIN and terminals should be used only as instructed and only for purposes from time to time authorized by us. Subject to these rules, we shall have no liability for transactions performed using a Card and PIN issued to you regardless of whether you deem such transactions to be authorized or unauthorized. You will immediately report to us any loss, theft, disappearance or known or suspected unauthorized use of the Card or any disclosure of the PIN.

19) **Card Ownership; Termination**

Cards remain our property and may be canceled, revoked or limited by us at any time without prior notice to you. In the event of cancellation or revocation, your Cards must be surrendered to us upon demand. For your protection, your Cards also may be retained in situations where it appears to us that there is or may be a danger of loss, theft or unauthorized use.

20) **Joint Account; Notices**

If you are a party to a joint Account, you appoint each other party as your attorney with power to appoint one or more agents with power to use a Card to make withdrawals from such Account, and each of you is individually and jointly responsible for any obligations incurred from use of a Card, including use by any other person authorized by any of you.

21) **Amendments**

We may amend these rules at any time and (subject to compliance with any applicable requirement of law concerning notice) such amendment shall be effective 21 days after a mailing by us of a copy of such amendment to you at the address to which your statements are sent.

22) **Other Rules**

Retention and use of the Cards constitutes acceptance of these rules as amended from time to time. These rules constitute an addition to all other agreements and regulations governing Accounts that are accessible by your Card or indebtedness on which payment may be made by use of your Card.

a. **Overdraft Credit Line**

If your Account is associated with an overdraft credit line, we may, but need not, make loans that exceed prior credit limits which you agree to repay upon demand.

b. **Foreign Transaction**

If your Card is used to effect a transaction in a foreign currency, VISA will convert the transaction amount to U.S. dollars using either the government mandated exchange rate or the wholesale exchange rate, in effect one day before the date of the conversion, as applicable. The exchange rate is increased by 1% if the conversion is made in connection with a charge to an Account and decreased by 1% if the conversion is made in connection with a credit to an account. The date of conversion may differ from the purchase date and the posting date identified in the monthly statement for the Account. You agree to pay charges and accept credit for the converted transaction amounts in accordance with the terms of the paragraph.

By signing below, I agree to abide by the rules and regulations listed in the Business Check Card Rules.

\_\_\_\_\_  
Authorized Company Representative Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date