

Me to Me Money Transfer Authorization



Linking your accounts at Westminster Savings to your own accounts at another Canadian bank or credit union lets you use online banking to transfer your money between your accounts whenever you want.

Complete this form and follow the instructions below to link your accounts.

Step 1 Tell us about yourself and your accounts

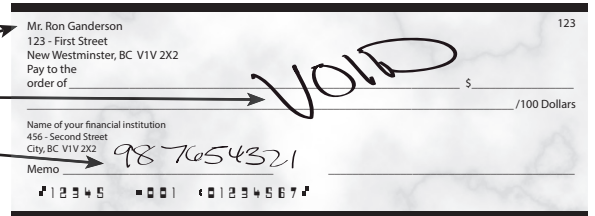
Your full name: _____
Your phone: _____ Your email: _____
MemberCard number: _____
Westminster Savings account number: _____

All linked accounts must be a chequing or savings account in Canadian funds.

For joint Westminster Savings Accounts each individual account holder must submit a separate form and cheque to link to an account at another bank or credit union.

Step 2 Prepare a cheque drawn on the account you want to link to your other Canadian bank or credit union

- A. Get a cheque from your account at the other bank or credit union that is pre-printed with your full name (e.g. Ronald Ganderson).
- B. Write VOID across the personalized cheque.
- C. In the memo field of the cheque write your Westminster Savings account number.
- D. Cheques do not need to be signed.



If you do not have cheques please request a formal document from your financial institution displaying the name of all customers on the account and the account debit information.

Note: We're sorry, you *cannot* link accounts if your account at the other bank or credit union requires more than one signature to withdraw or operate the account

OR

Your Westminster Savings or other bank or credit union account is a business account.

Step 3 Authorize us to set up a link

- By checking this box I declare that the account upon which the enclosed cheque is drawn requires my signature only to withdraw funds or to operate the account.

I hereby confirm that the information provided above is true and correct. I agree to be bound by the Terms and Conditions set out on page two of this Authorization. If the External Account is in the name of more than one Account Holder, I warrant and guarantee that my authorization alone is required to sign and give instructions on the External Account.

Account Holder's Name: _____

Account Holder's Signature: _____ Date: _____

The Fine Print

Don't forget to read the terms and conditions on the next page.

Step 4 Send us this completed form and your void cheque/formal financial institution document.

Mail to:

Westminster Savings Member Service Centre
210 - 601 6th Street, New Westminster, BC V3L 3C1

⋮
OR
⋮

Drop off:

At your nearest Westminster Savings Branch

Me to Me Money Transfer Authorization

Terms and conditions | keep for your records



Thank you for sending us your signed authorization form and void cheque. Please keep this page for your records.

Your Next Step

VERIFYING AND LINKING YOUR ACCOUNTS

Within 3 business days of receiving the signed Authorization Form and void cheque Westminster Savings will make a small automated funds withdrawal from your account at the other bank or credit union to your account at Westminster Savings.

A Westminster Savings Member Service Centre agent will contact you to ask you what the amount and date of the transfer was. You can obtain this information by checking your account at the other credit union.

When you confirm the correct amount and date of the transfer with a Member Service Centre agent Westminster Savings will complete the automated funds transfer into your Westminster Savings account and activate your linked accounts. You can then begin to transfer money to and from your other bank or credit union from within Westminster Savings' Online Banking service.

For more information

Call our Member Service Centre at 604-517-0100 for assistance or visit us online at www.wscu.com/me2me

TERMS & CONDITIONS

1. Interpretation

"Account" – means the Account Holder's Credit Union membership / account number referred to in the Account Holder's Credit Union Information section on page 1.

"Account Holder" – means the primary applicant and any additional applicants on the Account. The Account Holder is also the Payor.

"Direct Services" – means the services offered by the Credit Union from time to time that let a member access an account using a telephone, a computer, or any other electronic device. It does not include card services such as debit or smart cards.

"External Account" – means an account held at a Canadian financial institution in the Account Holder's name.

"PAC" – means the access code or word used with Direct Services to access an Account. It does not refer to the personal identification number (PIN) used with card services.

"Payor" – means the party whose External Account is debited. The Payor is also the Account Holder.

"Pre-Authorized Debit" – means a debit that is processed electronically in accordance with the Depositor's written request.

2. By signing this form, you authorize Westminster Savings Credit Union to transfer funds from the Account to the linked External Account identified by you at the times and for the amounts specified by you. You acknowledge that Westminster Savings Credit Union may limit the amount of these transfers.

3. By signing this form you further authorize Westminster Savings Credit Union to transfer funds from the External Account identified by you to your Account at the times and for the amounts specified by you. You acknowledge and agree that:

a) this authorization is provided for Westminster Savings Credit Union's benefit and for the benefit of the other financial institution where the External Account is held, and that it is provided in consideration of the other financial institution agreeing to process Pre-authorized Debits against your External Account in accordance with the Rules of the Canadian Payments Association (CPA);

b) transfers may be originated at set intervals or with sporadic frequency (scheduled or unscheduled) as determined by you;

c) transfers may be issued for a fixed amount or a variable amount as determined by you;

d) the act of logging on to Direct Services using the PAC and initiating the transfer constitutes your authorization for the transfer. This includes your authorization for sporadic transfers and your authorization for amount changes to transfers occurring at set intervals;

e) Westminster Savings Credit Union may limit the amount of these transfers;

f) you understand, accept, and participate in the processing of funds transfer requests from your External Account to your Account according to the Rules of the CPA;

g) recourse will not be provided through the clearing system pursuant to the CPA Rules (that is, you will not receive automatic reimbursement in the event of a dispute). You must seek reimbursement from the payee (your Account) in the event that a transfer is erroneously charged to the External Account. However, you may dispute a transfer if you did not authorize this agreement. Should this occur, you must deliver a declaration to the other financial institution within 90 calendar days of the transfer to the External Account. Transfers disputed after this time will be addressed between you and Westminster Savings Credit Union;

h) delivery of this authorization to Westminster Savings Credit Union constitutes delivery to the other financial institution;

i) the other financial institution is not required to verify that each transfer has been issued in accordance with this authorization, including the amount and purpose of the transfer, prior to processing the transfer.

4. You agree to immediately notify Westminster Savings Credit Union, in writing, of any changes to the account information of the External Account.

5. You agree to provide Westminster Savings Credit Union with an encoded personal cheque drawn on the External Account that you wish to link to your Account. You agree that Westminster Savings will process an electronic pre-authorized payment debiting your External Account and crediting your Account to verify and establish a link between your Account and the External Account. The Account Holder must verify the amount and date of the pre-authorized payment to authorize an account linkage.

6. You acknowledge and agree that Westminster Savings Credit Union, at its discretion, may limit the type of transfer that can be conducted between the Account and the External Account, specifically whether transfers will be in the form of credits to the External Account, debits from the External Account or both credits to and debits from the External Account.

7. You may cancel this authorization at any time with appropriate notice, as designated by Westminster Savings Credit Union, and in a manner acceptable to Westminster Savings Credit Union.

8. The terms and conditions of the Account Agreement and the Direct Services Agreement between you and Westminster Savings Credit Union will apply to the transfers contemplated by this authorization.

9. You agree that for the proper application of the CPA Rules Westminster Savings Credit Union may disclose information contained in this Agreement to the other financial institution.