



ATM Card / Visa® Check Card Study Guide

ATM cards are used to deposit or withdraw money from your accounts through an Automated Teller Machine (ATM) 24 hours a day, 7 days a week.

VISA® Check Cards are used like a check or credit card. They also have the added convenience of being like an ATM card.

The following are characteristics of each type of card:

VISA® Check Card	ATM Card
Can be used to deposit, withdraw, or transfer money in your Share Draft (Checking) or Share Savings Accounts at any ATM.	Can be used to deposit, withdraw, or transfer money in your Checking or Savings Accounts at any ATM.
Can be used like a check to make purchases at a store, over the Internet or on the phone. The amount will be automatically deducted from your Checking Account.	Cannot be used to make purchases, over the Internet or on the phone. Can be used at a store with a PIN for Point-of-Sale (POS) transactions if you have a Checking Account.
Can be used with or without a Personal Identification Number (PIN) depending on the type of transaction.	Can only be used with a PIN.
Unlimited transactions as long as you have funds in your account.	Unlimited transactions as long as you have funds in your account.
Can be used as an ATM Card with your PIN or you can use like a credit card without a PIN. The amount will be deducted from your Checking Account rather than billed monthly like a credit card.	Cannot be used as a VISA® Check Card.

Guidelines for Using an ATM Card or Visa® Check Card:

- When you receive your card, sign the back of your card immediately.
- Your card will not work until it is activated. To activate your card, you must go to an ATM machine with the Personal Identification Number (PIN) assigned to you. Insert your card, enter your PIN, and select the option “Balance Inquiry.” You will know if your card has been activated successfully if your receipt gives you a balance.
- Memorize your PIN. NEVER carry your PIN with your ATM or Visa Check Card. Your PIN can be changed at the ATM or by filling out a form at the credit union.
- If you use an incorrect PIN three (3) times, the system will automatically block your card and you will have to fill out a form at the credit union to have your card and PIN reset.
- You will be able to withdraw up to \$100 per day from an ATM with your ATM Card or Visa Check Card, if there are sufficient funds in your account.
- You will be able to make purchases with your ATM Card from merchants up to \$250 per day, if there are sufficient funds in your account, on PIN-based Point-of-Sale (POS) transactions if you have a Checking Account. These are transactions where you have to enter your PIN. Remember, you can only make transactions up to the amount of money you have in your Checking or Share Savings Accounts.
- You will be able to make purchases from merchants with your Visa Check Card, up to \$250 per day, if there are sufficient funds in your account. When you use your Visa Check Card at a store, swipe your card and choose the “Credit” option. Sign your name, take your receipt and you’re done.
- The balance given at the ATM may not be your most current balance. This is why it is very important to record ALL transactions in the account register you received. Any Visa Check Card or ATM transactions you complete with a PIN will post immediately. If you’ve used your Visa Check Card to make a POS purchase, it may not post for another 48 hours, but could reflect in the balance. Checks you have written that have not yet posted will not appear immediately on your ATM balance.
- Through the Alliance One and Credit Union 24 ATM networks, you have access to more than SURCHARGE-FREE 50,000 ATMs nationwide. You also have access to ATMs in the STAR and PLUS networks.
- If there is a transaction fee at other institutions, a message will appear on the ATM screen to ask you if you want to proceed with your transaction.
- When you deposit a check through the ATM, you are allowed up to \$100 cash back , if there are sufficient funds in your account.
- Receipts need to be kept until you balance your account.
- If your ATM or Check Card is lost or stolen or your card number has been compromised, you must report it immediately. During business hours, call SELCCU at 440-324-3400/800-451-6315. If it is after business hours, call 800-523-4175.

If you have a dispute with a merchant when you have used your ATM or Visa Check Card, call SELCCU for assistance. We will help you with dispute resolution.

Some examples of disputes are: unauthorized use, a different amount posting to your account than you signed for, non-receipt of merchandise ordered by phone or on the Internet, no cash or an incorrect amount of cash dispensed from an ATM, etc.

Steps for using an ATM:

1. Insert your card in the designated slot.
2. The machine will ask you to input your PIN.
3. You will be prompted to select an option which can include deposit, cash withdrawal, transfer between accounts, etc.
4. Select the option to complete the transaction.
5. The machine will ask you to wait while it processes your transaction.
6. When your transaction is complete, be sure to take your cash, receipt and card before leaving the ATM.



Glossary of Terms and Abbreviations

ACH: Automated Clearing House. A nationwide electronic payments network used by financial institutions, the government and other companies.

ATM: Automated Teller Machine

Endorsement: How the check is signed

NSF: Non-sufficient Funds. When you write a check for more money than you have in your account (a “bounced” check).

Overdraft: A situation created in your Checking Account when transactions clear your account for more than the balance of your Checking Account.

Overdraft Protection: A service SELCCU offers to automatically transfer available funds needed from a designated account to cover an overdraft.

Payee: Who the check is made out to.

PIN: Personal Identification Number. This number is issued by the credit union and is needed in order to make ATM transactions. Its purpose is for additional security in the event of a lost card or stolen identity.

POS: Point of Sale. Business location where you make a purchase.

SELCCU: School Employees Lorain County Credit Union, Inc.

SELCCU Online: Allows you to view and access your account online.

Share Savings Account: Your M3 Savings Account

Share Draft Account: Your M3 Checking Account

TTT: Touch-Tone Teller. SELCCU’s automated phone system which allows you to check on account balances, transfer funds, etc. 24/7.

MMIA: Money Market Investment Account

VISA® Check Card: A card that can be used to access your money at an ATM or make purchases at a merchant; also referred to as a Debit Card.