



## A Guide to Deposit Accounts and Service Fees Business Deposit Accounts

Effective Date: November 1, 2024



PEACE HILLS TRUST®

This Guide is provided for you as a convenient way to obtain details on Business Deposit Accounts offered by Peace Hills Trust, including Related Account Information and applicable Service Fees. Any information not contained in this Guide will be made available for you at any one of our Regional Offices.

### Hold Funds Policy on Cheques

When cheques\* are presented for deposit to your “eligible enterprise<sup>5</sup>” business deposit account, either “in-person” with our employee at a Regional Office or through our Automated Teller Machines (ATM\*\*), the deposit may be subject to a “holding period” restricting access to the full amount, or portion thereof, of your deposit. Deposits subject to a hold; you will not be able to withdraw money for the amount of the hold and we will not pay any of your cheques or pre-authorized debits from those funds until the hold expires. The hold placed on the deposit is to ensure that the cheque is cleared by the financial institution on which it is drawn. Deposits subject to the holding period will be held for the following number of business days:

- <sup>6</sup> Canadian Dollar cheque, not exceeding \$1,500, drawn on a financial institution’s branch located in Canada deposited (a) in-person with our employee at a Regional Office, the maximum hold is 4 business days; or (b) through our ATM, the maximum hold is 5 business days
- <sup>6</sup> Canadian Dollar cheque, exceeding \$1,500, drawn on a financial institution’s branch located in Canada deposited (a) in-person with our employee at a Regional Office, the maximum hold is 7 business days; or (b) through our ATM, the maximum hold is 8 business days
- <sup>7</sup> Non-Canadian Dollar cheque, drawn on a financial institution’s branch located in Canada deposited either in-person with our employee at a Regional Office or through our ATM; the minimum hold is 10 business days. The maximum hold is estimated to be 20 business days
- <sup>7</sup> Non-Canadian Dollar cheque, drawn on a financial institution’s branch located outside of Canada deposited either in-person with our employee at a Regional Office or through our ATM; the minimum hold is 30 business days. The maximum hold is estimated to be 40 business days

In the event a cheque you deposited is returned unpaid for any reason, either during or after the expiry of the applicable hold period, we have the right to charge the amount of the cheque to your account. Some cheques may be sent on “collection,” meaning that the funds will be credited to your account only if and when we receive payment from the financial institution on which the cheque is drawn. Please note a “Business Day” is defined as a 24-hour period that does not include Saturdays, Sundays and holidays.

For more information on our Hold Funds Policy on Cheques please contact your Regional Office.

### Access to Deposited Funds Policy<sup>8</sup>

Our “**Access to Deposited Funds Policy**” applies only to Canadian Dollar cheques, drawn on a financial institution’s branch located in Canada, that are deposited to your account which is subject to the Hold Funds Policy on Cheques. An Access to Deposited Funds cash withdrawal limit may apply to cheque deposits you make through a Regional Office with our employee or through our ATM. This is the dollar amount you will have access to until the hold period expires on your deposit.

For more information on our Access to Deposited Funds Policy please contact your Regional Office.

- *We, Us, Our, PHT, Regional Office* means Peace Hills Trust Company.

- *You, Your,* means an Entity who owns a Deposit Account.

<sup>1</sup> Monthly Fee is payable even if there is no account activity.

<sup>2</sup> Electronic transactions include; electronic funds transfers, direct deposits, electronic banking transfers, automatic payments and other electronic debits and credits.

<sup>3</sup> The Minimum Monthly Balance applicable must be maintained each day of the applicable month to entitle you to the waiver of the Monthly Fee for Business Deposit Accounts with Chequing privileges.

<sup>4</sup> Cheque Image “Front of Cheque” only; exception Solicitor’s Trust Account where Cheque Image “Front and Back of Cheque” is provided. Peace Hills Trust reserves the right to destroy processed clearing cheques once electronic image is obtained.

<sup>5</sup> Eligible Enterprise means a business with authorized credit of less than \$1 Million, fewer than 500 employees and annual revenues of less than \$50 Million. In the case of deposits made by an eligible enterprise, we reserve the right to extend the hold period if we have reasonable grounds to believe that there is a material increased credit risk, such as, (a) escalating overdraft balance that is not being reduced by deposits received; or (b) a negative change in the credit score or other behaviour scores that may impact the credit risk of the enterprise; or (c) an unexplained change in the history of cheques or other instruments deposited to the account; or (d) high number of cheques or other instruments deposited that are returned as dishonoured items from other institutions that may impact the available balance in the account; or (e) notice of bankruptcy or of creditor action against the enterprise.

<sup>6</sup> We reserve the right to extend the hold period and refuse access to deposited funds in the following exceptional circumstances, including (a) we have reasonable grounds to believe the deposit is being made for illegal or fraudulent purposes; or (b) the account has been open for less than 90 days; or (c) the cheque or other instrument has been endorsed more than once; or (d) the cheque or other instrument that is deposited is “Stale Dated,” or the cheque or other instrument is deposited at least six months after the date of the cheque; or (e) the deposited cheque is not encoded with magnetic ink character recognition or is not readable by operational systems (for example, if damaged or mutilated). The hold period under these circumstances is estimated to be 30 business days.

<sup>7</sup> The number of business days a deposit is held is only an estimate; we reserve the right to extend the amount of time a hold is placed against your account if payment for the cheque has not been received by us.

<sup>8</sup> Access to Deposited Funds Policy provides you unrestricted access to the first \$100 of all funds deposited by a cheque or other instrument on any one day. We maintain the right to restrict access to the first \$100 should exceptional circumstances identified in “Footnotes 5 and 6” become applicable; we will further provide you “in-writing” our Notice of Refusal and Statement with contact information for the Financial Consumer Agency of Canada, should you have a complaint.

\* Cheques for purpose of this policy are paper-based cheques, also include bank drafts, money orders, certified cheques and other instruments deposited in Canada that are fully encoded with magnetic ink to allow for character recognition, and are not damaged or mutilated.

\*\* Not available at all Regional Office locations.

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PEACE HILLS TRUST®

#### Business Deposit Account Related Information and Service Fees:

Peace Hills Trust offers a range of banking services you may need from time to time, we have outlined these additional Account Services and their associated Service Fees that are in addition to your Monthly Fee and Full Service Transaction Fees. Account Services and associated Service Fees outlined are charged on a "per-use" basis, unless otherwise noted, and are payable in Canadian Funds.

<u>General Services</u>	<u>Fee</u>	<u>Transfers</u>	<u>Fee</u>
Official Cheque (O/C)	\$10.00	Transfers between Accounts:	
Official Cheque Replacement	\$15.00	Telephone / Facsimile	\$2.00
Process Night Deposit**	\$2.00	Regional Office initiated transfer to cover Overdraft	\$2.00
Process Mailed-in Deposit	\$2.00	Standing Orders: <i>(Per Order)</i>	
Process Post-dated Deposit	\$5.00	Initial Set-up	\$5.00
ATM Withdrawal Fees <sup>A</sup> : <i>(Sole Owner/Proprietor Accounts Only)</i>		Each Scheduled Transfer	\$5.00
Canada	\$1.50	Official Cheque Preparation for Pick-up	\$5.00 + O/C
United States	\$4.00	Transfer Account Balance to another Financial Institution	\$25.00
International	\$4.00	Bank Wire Transfers:	
ATM Deposit in US Funds – Cash or Cheque <i>(per deposit)</i>	\$20.00	\$10,000.00 or Less	\$30.00
Debit Card Replacement:		\$10,000.01 - \$50,000.00	\$50.00
First Card	N/C	\$50,000.01 or More	\$80.00
Replacement Card	\$10.00	Incoming Bank Wire Transfer - Canadian	\$15.00
Business Cheque Orders:		Incoming Bank Wire Transfer - International	\$15.00
Single Cheques plus Accessories	3 <sup>rd</sup> Party	Recall Bank Wire / On-line Investigation Bank Wire	\$40.00
Duplicate Cheques plus Accessories	3 <sup>rd</sup> Party		

#### Cheque and Pre-authorized Payment Handling

Certified Cheques:	
Customer	\$15.00
Commercial Non-Customer	\$30.00
Stop Payments:	
Complete Details	\$15.00
Incomplete Details	\$20.00
Electronic Banking	\$20.00
Overdraft Cheque Handling Fee / Items Covered	\$5.00
Overdraft Charge <i>(24.0% on overdrawn balance<sup>B</sup>)</i>	\$5.00 min.
Dishonoured Items (NSF) - Cheque or Preauthorized Debit	\$48.00
Chargeback <i>(Item Deposited and Returned Dishonoured)</i>	\$8.00
Manual Cheque or Preauthorized Payment Processing Fee	\$10.00
Cheque Handling Fee in Foreign Currency	\$20.00
Items Received on Collection:	\$30.00
Collection Items Sent and Returned Unpaid	\$30.00
Non-Customer Cheque Processing Fee:	\$10.00

#### Inactive Accounts and Account Closure

Account Closed within 90 Days of Opening	\$20.00
Open New Customer Profile <sup>C</sup> <i>(Previously closed by PHT)</i>	\$40.00
Inactive/Dormant/Unclaimed Accounts < 2 years	\$25.00
Inactive/Dormant/Unclaimed Accounts 2-5 years	\$25.00
Inactive/Dormant/Unclaimed Accounts 5-10 years	\$50.00
Monthly Inactive/Dormant/Unclaimed Handling Fee	\$5.00
Inactive Account with a Balance of \$10.00 or less:	

If the event your account remains inactive and reaches a balance of \$10.00 or less after our Service Fee is collected, the account will be closed with no further notice to you.

#### Record Keeping

Balance Inquiry / Print-out since last statement	\$2.00
Duplicate Account Statement	\$5.00
Duplicate T4RRSP, T5, NR4	\$10.00 per
Confirmation of Account Balance and/or Interest Paid	\$25.00
Bank Confirmation for Auditors <i>(per Bank Confirmation)</i>	\$25.00
Search for Vouchers / Respond to Legal Search Warrant:	
Less than 90 Days	\$40/hr, or
Greater than 91 Days	\$20.00 min
Garnishment Order Payment <i>(per Order)</i>	\$150.00
Advice of Transaction <i>(Delivered via Regular Mail)</i>	\$5.00
Cheque Image Request: <i>(Front and Back)</i>	
Within 90 Days of Statement Delivery	\$5.00 per
After 91 Days of Statement Delivery	\$10.00 per

#### Depository Services

Currency Supplied <sup>E</sup> : <i>(plus Third Party Delivery Service Fees)</i>	
CDN Cash Order – per bundle <i>(per 100 Notes)</i>	\$1.00
US Cash Order – per bundle <i>(per 100 Notes)</i>	\$1.50
CDN Coin Order – per roll	\$0.25
Night Depository Service: <i>(Annual Charge plus Taxes<sup>D</sup>)</i>	
Pouch Service – Pouch Supplied by Regional Office	\$35 + Tax
Closed Bag Service	\$45 + Tax
Night Depository Replacement Services: <i>(per Incident)</i>	
Replacement of Pouch	\$35 + Tax
Replacement of Key	\$25 + Tax
Replacement of Depository Key	\$40 + Tax

Cancel Night Depository Service: *(Refund, if any, deposited to your account)*  
Should you choose to end your Night Depository Agreement within the first 6 months of the Annual Charge Period<sup>F</sup>, a 6 month Service Fee shall apply; after 6 months our Annual Charge will apply.

#### Notice of Change to Services and Service Fees

Peace Hills Trust Service Fees are subject to change from time to time. In the event of a change or increase to Service Fees or if a new Service and Service Fee is introduced a "Notice" will be posted in your Regional Office, on our ATM\*\* machines and electronically on our website at [www.peacehills.com](http://www.peacehills.com) 60 Days in advance from the Effective Date; with a copy of the "Notice" available for you at your servicing Regional Office.

\*\* Not available at all Regional Office locations

<sup>A</sup> Other Financial Institutions may charge fees for use of their ATMs

<sup>B</sup> Standard Rate of Interest for Overdrafts not covered by Overdraft Protection applicable to Personal Savings and Chequing Accounts is 24.0% per annum, calculated daily on the daily closing overdrawn balance and charged monthly. An Overdraft Handling Fee for each Overdraft transaction will apply.

<sup>C</sup> Open New Customer Profile Service Fee subject to payment of all, if any, outstanding Sundry Losses incurred prior to account closure

<sup>D</sup> Plus GST and/or PST or HST as required by Federal and Provincial legislation

<sup>E</sup> Cash Order requests must be received by the Regional Office within 72 hours of the requested delivery date; Third-party delivery charge (armoured car service) will apply to your cash order. Cash Order cancellations are subject to a Cancellation Fee of the full cost of the Third-party delivery charge.

<sup>F</sup> Annual Charge Period is the period of January 1 to December 31