



**SABATTUS REGIONAL CREDIT UNION**

Identifier #013

**Performing Transfers**

To transfer funds between accounts, you will need to designate the source account (sometimes called the “from” account) and the destination account (sometimes called the “to” account). The following table summarizes the allowable account types for both the source and the destination accounts.

		TRANSFER TO						
TRANSFER FROM		Share	Draft	Club/MMA	Consumer Loan	Open End Loan*	Mortgage Loan	IRA
	Share	Yes	Yes	Yes	Yes	Yes	Yes	No
	Draft	Yes	Yes	Yes	Yes	Yes	Yes	No
	Open End Loan*	Yes	Yes	Yes	Yes	Yes	Yes	No
	Club/MMA	Yes	Yes	Yes	Yes	Yes	Yes	No

\* Including home-equity loans

**Features and Benefits**

Several features are available with **Teller-Phone**, your direct inquiry account line. Benefits of these features include:

- Share Account and Club Account Inquiries
  - History of deposits
  - History of withdrawals
  - Histories of current year-to-date dividends, and previous year-to-date dividends
- Share Draft Account Inquiries
  - Transaction history
  - Cleared checks
  - Inquire on a specific cleared check or a range of checks
  - Current year-to-date dividends, and previous year-to-date dividends
- Certificate Account Inquiries
  - Current balance
  - Current and previous year-to-date interest
  - Next maturity date
- Loan Account Inquiries
  - Current balance
  - Line of credit and available line of credit
  - Next payment amount and date
  - Payoff date and balance
  - Last payment amount and date

Place this section in an envelope and return to:  
**Sabattus Regional Credit Union**  
 P.O. Box 250  
 Sabattus, ME 04280-0250

**Sabattus Regional Credit Union**

**Points to Remember**

- Have your Account Number available to complete transactions
- Access will require you to enter the 3-digit credit union identifier (013) followed by the # (pound) key
- Press the \* (star) key to replay the previous message
- Press the # (pound) key only when prompted or to return to a previous menu
- You may obtain account information, transfer funds and request a check
- Use the \* (star) key as the decimal point when entering a dollar amount. Example: \$115.61 would be 115\*61

## Touch-Tone Convenience

You can enjoy the convenience of using a telephone to access your credit union accounts from home, work, and even if you are out of town.

With this audio response system called **Teller-Phone**, you can make account inquiries and transfer funds from one account to another.

## 24-Hour Nationwide Convenience

**Teller-Phone** is your credit union's 24-hour direct inquiry account line. You get toll-free access to all your credit union accounts, using only a touch-tone phone and your confidential access code. Use **Teller-Phone** to make withdrawals, transfer funds, or find out your account balances. Your credit union is always as close as your telephone. **Teller-Phone** gives you up-to-the-minute information about your accounts; it's like having your own personal teller.

## Teller-Phone Is Simple to Use

A computerized voice will lead you through your transactions using **Teller-Phone**. Each time you complete a step, the voice will prompt you to enter the next code. The procedure for using **Teller-Phone** is shown here, however the **Teller-Phone** system will lead you through each step.

## Request Touch-Tone Convenience Today

To enjoy the convenience of **Teller-Phone**, call or come in to select a personal identification number (PIN). When you use your PIN along with these operating instructions, your account will be at your fingertips 24 hours a day, 7 days a week.

To use **Teller-Phone** you must use a special access code which consists of a three-digit credit union identifier **013**, your share account number, and your four-digit PIN.

## Points to Remember

1. You must use a touch-tone phone.
2. Your access code consists of the credit union three-digit identification number **013**.
3. You may perform any of the following actions during the call:

To do this...	Press...	When...
End the call	Hang up	At any time
Replay the current message	* (star) key	At any time
Return to the previous menu	# (pound) key	At any menu, or at any prompt for caller input

4. Use the \*(star) key as the decimal point when entering a dollar amount. Example: \$115.61 would be 115\*61



## Tellephone Numbers

Dial one of the following numbers:

- Augusta (207) 621-6051
- Bangor (207) 945-5350
- Bath (207) 386-0211
- Brunswick (207) 725-2729
- Edgecomb (207) 882-6540
- Toll Free 1-866-308-2042
- Lewiston (207) 753-1527
- Portland (207) 871-8906
- Saco (207) 286-8375
- Sanford (207) 459-7805
- Waterville (207) 872-4903

## Here's How to Use Teller-Phone

1. Dial one of the above telephone numbers.

Please enter your three-digit credit union identifier followed by the pound sign (#)". Enter **013#**.

2. Sabattus Regional Credit Union welcomes you to **Teller-Phone**.

*To Select An Account . . . . . Press 1*  
*To Transfer Money . . . . . Press 2*  
*For All Account Balances . . . . . Press 3*  
*More Choices . . . . . Press 4*

3. Press the option desired.
4. When prompted, please enter your Member ID (Savings Account number) followed by the # (pound) key.
5. When prompted please enter your Personal Identification Number (PIN) followed by the # (pound) key.
6. After the account information has been provided you may do one of the following;

*For Account Summary . . . . . Press 1*  
*For More Details . . . . . Press 2*  
*To Transfer Money . . . . . Press 3*  
*To Work With Another Account . . . . . Press 4*  
*For More Choices . . . . . Press 5*

## Sabattus Regional CU

### How to Use Teller-Phone

1. Dial one of the following numbers.  
 · Augusta (207) 621-6051 · Lewiston (207) 753-1527  
 · Bangor (207) 945-5350 · Portland (207) 871-8906  
 · Bath (207) 386-0211 · Saco (207) 286-8375  
 · Brunswick (207) 725-2729 · Sanford (207) 459-7805  
 · Edgecomb (207) 882-6540 · Waterville (207) 872-4903  
 · Toll Free 1-866-308-2042
2. Enter your 3-digit credit union identifier number 013 followed by the # (pound) key
3. Press option desired.  
*To Select An Account . . . . . Press 1*  
*To Transfer Money . . . . . Press 2*  
*For All Account Balances . . . . . Press 3*  
*More Choices . . . . . Press 4*
4. When prompted, please enter your Member ID (Savings Account number) followed by the # (pound) key.
5. When prompted please enter your Personal Identification Number (PIN) followed by the # (pound) key. Your PIN has not changed. Use the same PIN that you have been using right along. However, for security reasons you will be required to change your PIN the first time that you access the system.
6. After the account information has been provided you may do one of the following.  
*For Account Summary . . . . . Press 1*  
*For More Details . . . . . Press 2*  
*To Transfer Money . . . . . Press 3*  
*To Work With Another Account . . . . . Press 4*  
*For More Choices . . . . . Press 5*

## Yes, I would like to participate in Teller-Phone.

Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel. No. (Work) \_\_\_\_\_ (Home) \_\_\_\_\_

Credit Union Identifier **013** PIN \_\_\_\_\_ Choose a 4-digit number

Your Share Account Number \_\_\_\_\_

I/We have read and will conform to the conditions in the Teller-Phone member agreement provided separately to me/us by the credit union.

Signature \_\_\_\_\_ Date \_\_\_\_\_