

Cayuga Lake National Bank Customer Information Procedures

ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT

To help the government fight the funding of terrorism and money laundering activities, Federal Law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

Account Disclosure Booklet

Taxpayer Identification Number and Certification

Information Explanation and Privacy Act Notice

If you are subject to U.S. information return reporting or IRS backup withholding rules, Section 6109 of the Internal Revenue Code requires you to furnish your correct taxpayer identification number (TIN) to persons who must file information returns with IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, or contributions you made to an individual retirement arrangement (IRA). IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. You must provide your TIN whether or not you are required to file a tax return.

Use IRS Form W-9 or your Bank account signature card to furnish your correct TIN to the Bank, and, when applicable: to certify:

- That the TIN you are furnishing is correct,
- That you are not subject to backup withholding,
- You are a U.S. Citizen (or other U.S. person),
- The FACTA code provided (if any) is correct and you are not subject to backup withholding, and
- To claim exemption from backup withholding if you are an exempt payee. Furnishing your correct TIN and making the appropriate certifications will prevent your earnings from being subject to the current backup withholding of taxable interest, dividends, and certain other payments.

If you are a nonresident alien, a foreign entity or an exempt foreign person not subject to certain U.S. information return reporting or backup withholding rules, you must provide the Bank with a completed IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding at the time you open your account and every third year thereafter.

How to Obtain a TIN

If you do not have a TIN, apply for one immediately. To apply obtain Form SS-5, Application for Social Security Number (for individuals), from your local Social Security Administration office, or Form SS-4, Application for Employer Identification Number (for businesses and all other entities), from your local IRS office.

What is Backup Withholding?

Persons making certain payments to you are required to withhold and pay the current withholding rate of such payments under certain conditions in accordance with the IRC section 3406. This is called "backup withholding." Payments that could be subject to backup withholding including interest and dividends, but do not include real estate transaction payments.

If you give the Bank your correct TIN, make the appropriate certification, and report all your taxable interest and dividends on your tax return, your payments will not be subject to backup withholding.

Payments you receive will be subject to backup withholding if:

- You do not furnish your TIN to the Bank, or
- IRS notifies the Bank that you furnished an incorrect TIN, or
- You are notified by IRS that you are subject to backup withholding because you failed to report all your interest

- and dividends on your tax return (for interest and dividend accounts only), or
- You fail to certify to the Bank you are not subject to backup withholding, see above (for interest and dividend accounts only), or
- You fail to certify your TIN. This applies only to interest, and dividend accounts opened after 1983.

Certain payees and payments are exempt from backup withholding and information reporting. See Payees and Payments Exempt from Backup Withholding and Exempt Payees and Payments under Specific Instructions for additional information.

Payees and Payments Exempt From Backup Withholding.

The following is a list of payees exempt from backup withholding and for which no information reporting of interest or dividends is required.

1. A corporation.
2. An organization exempt from tax under section 501(a), or an individual retirement plan (IRA), or a custodial account under 403(b) (7).
3. The United States or any of its agencies or instrumentalities.
4. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities.
5. A foreign government or any of its political subdivisions or instrumentalities.
6. An international organization or any of its agencies or instrumentalities.
7. A foreign central bank of issue.
8. A dealer in securities or commodities required to register in the U.S. or a possession of the U.S.
9. A futures commission merchant registered with the Commodity Futures Trading Commission.
10. A real estate investment trust.
11. An entity registered at all times during the tax year under the Investment Company Act of 1940.
12. A common trust fund operated by a bank under section 584(a).
13. A financial institution.
14. A middleman known in the investment community as a nominee or listed in the most recent publication of the American Society of Corporate Secretaries, Inc., Nominee List.
15. A trust exempt from tax under section 664 or described in section 4947.

Payments of dividends generally not subject to backup withholding also include the following:

1. Payments to nonresident aliens subject to withholding under section 1441.
2. Payments to partnerships not engaged in a trade or business in the U.S. and that have at least one nonresident partner.
3. Payments of patronage dividends not paid in money.
4. Payments made by certain foreign organizations.

Payment of interest generally not subject to backup withholding include the following:

1. Payments of interest on obligations issued by individuals.

Note: You must be subject to backup withholding if this interest is \$600 or more and is paid in the course of the payer's trade or business and you have not provided your correct TIN to the payer.

2. Payments of tax-exempt interest (including exempt-interest dividends under section 852).
3. Payments described in section 6049(b) (5) to nonresident aliens.
4. Payments on tax-free covenant bonds under section 1451.
5. Payments made by certain foreign organizations.
6. Mortgage interest paid by you.

Payments that are not subject to information reporting are also not subject to backup withholding. For details, see Internal Revenue Code sections 6041, 6041(a), 6042, 6044, 6045, 6049, 6050A and 6050N, and the regulations under such sections.

Penalties

Failure to Furnish TIN

If you fail to furnish your correct TIN to the Bank, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect To Withholding

If you make a false statement with no reasonable basis that results in no imposition of backup withholding, you are subject to a \$500 penalty.

Criminal Penalty for Falsifying Information

Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Specific Instructions

Name

If you are an individual, generally provide the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, please enter your first name and both the last name shown on your social security card and your new last name.

If you are a sole proprietor, you must furnish your individual name and your SSN. Enter the name as shown on your social security card.

Certification

1. Interest and Dividend Accounts Opened After 1983 - You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the Bank, you must cross out the certification language before signing the form.
2. Other Payments - You are required to furnish your correct TIN, but you are not required to sign the certification unless you have been notified of an incorrect TIN.
3. IRA Contributions - You are required to furnish your correct TIN, but you are not required to sign the certification.
4. Exempt Payees and Payments - If you are exempt from backup withholding, you should indicate to avoid possible erroneous backup withholding. If you are a nonresident alien or foreign entity not subject to backup withholding, you must provide the Bank with a completed IRS Form W-8BEN, Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding at the time you open your account and every third year thereafter.

What TIN Number Should You Give to the Bank?

All account owners must provide their name and social security number.

For custodian account of a minor (UTMA), provide the name and Social Security Number of the minor.

For revocable savings trust where the grantor is the trustee, provided the name and Social Security Number of the grantor-trustee.

For trust accounts that are not a legal or valid trust under the law, provide the name and Social Security Number of the actual owner.

For sole proprietorships, provide the name and Social Security Number of the owner.

For a valid trust, estate or pension trust, provide the name and Employer Identification Number of the legal entity. Do not furnish the identification number of the personal representative or trustee unless the legal entity itself is not designated in the account title.

For corporations, provide the name and the Employer Identification number of the corporation.

For associations, educational, charitable, religious, club or other tax-exempt organizations, provide the name and Employer Identification Number of the organization.

For partnerships, provide the name and the Employer Identification Number of the partnership.

For a broker or registered nominee, provide the name and the Employer Identification Number of the broker or nominee.

For an account with the Department of Agriculture, in the name of a public entity, such as a state or local government, school district or prison, that receives agricultural program payments, provide the name and the Employer Identification Number of the public entity.

Bank Account Policies and Rules

Introduction

Thank you for establishing your banking relationship with our Bank. This document, known as Bank Policies and Rules, outlines certain terms and conditions of your accounts. It is an informative guide that not only describes the rules and regulations governing your Bank Accounts, but also acquaints you with many of our financial services.

Please familiarize yourself with the information provided, so you will be able to take maximum advantage of the many opportunities and programs available to you.

Our staff is committed to continuing its tradition of being a good neighbor and community leader through friendly, sincere and efficient service and participation in community affairs. Should you have any questions, please discuss them with our personnel.

Information about Bank Rules and Policies

Laws, Rules and Regulations

Our Bank is subject to the rules and regulations of various federal agencies including:

- Federal Deposit Insurance Corporation (FDIC)
- Department of the Treasury
- Office of the Comptroller of the Currency (OCC)
- Federal Reserve Board (FRB)
- and other regulatory agencies

General account practices prevailing in the area served by the Bank will also guide us to the extent no law or regulation applies. Any action or failure to act by the Bank under any of the applicable laws, regulations and practices will constitute the exercise of due care under the circumstances

Agreement

By signing the signature card for your account and making the initial deposit to your account, you agree to be bound by the conditions concerning that account which are set forth in this document, other disclosures provided to you based on the type of account you opened, and to any later changes which may be effective.

Notices from You

Any notice, such as change of marital status that you want to provide us, should be in writing and be signed with the same signature which we have on file for you and you may deliver such notice in person or by mail.

Change of Address

You must notify the Bank, promptly and in writing, of any changes in your mailing address. Mail will be sent to the most recent address appearing on the account records.

Business Days

We are closed all Federal Holidays. Although we try to be open at times that are convenient for you, we have to close if required by law, or if there is danger to the Bank or our customers, such as fire, riots, burglary, and other circumstances beyond our control.

Stop Payments**Placing a Stop Payment on Personal Checks or Other Withdrawal Items**

You can order us to stop payment on your personal check or other withdrawal items either orally or in writing. The stop payment order must contain sufficient information (account number, payee, date, amount and check number) to enable us to process the order. The stop order takes effect when we record it on your account records. An oral stop will stay in effect for 14 days and must be confirmed in writing. A written stop order will stay in effect until the account is closed.

Canceling a Stop Payment

Upon receipt of your authorization, the Bank will cancel a stop payment order you have placed. Bank policy will govern whether or not we honor verbal cancellations of stop payment orders.

Placing a Stop Payment on Bank, Cashier, and Certified Checks

Please see one of our trained representatives for information on situations in which the Bank will accept stop payment on a bank, cashier and certified check.

Form of Account

During your lifetime, you may alter the form of your account or stop or vary payments under the account's terms by providing written notice or order to the Bank. The order or request must be signed and dated by you and must contain sufficient information to enable the Bank to make the change. Any such order is effective when processed by the Bank and is effective against all prior alterations. The Bank reserves the right to require completion of its own form authorizing the change.

Joint Accounts

A joint account is an account opened and maintained by two or more individuals, also called owners, for the purpose of depositing and withdrawing funds by any of them and payable to the survivor(s) upon death of one of them. Joint account rules are as follows:

The Bank will accept deposits made payable to any of the joint account owners. Additions to the account, such as deposits and interest, become the property of all owner(s) as joint tenants. Unless one of the owners gives the Bank written instructions not to do so, the Bank may:

1. Pay the entire amount or any part of the account to any owner during the lifetime of all owners,
2. Pay on checks or orders or withdrawal requests signed by any owner during the lifetime of all owners,
3. Pay on the written demand of any owner of the withdrawal of the entire account. The other owner(s) of the joint account may have the right to collect his/her share of the account. The Bank is not liable for allowing one of the owners to withdraw not only his/her share but the entire account balance.
4. Not to be held liable to any owner for continuing to pay checks or other orders signed by, or withdrawal requests signed by any other owner.

After the receipt of an account owner's written order not to pay, the Bank may require written authorization of all owners of the account before permitting any further payments or withdrawals from the account.

The Bank may be required by service of legal process to pay funds held in joint account to satisfy a judgment entered against, or other valid debt owed by, any owner of the account.

An assignment to the Bank of an account by one joint owner as security for a loan made to such owner is binding on all other owners of the account.

If the Bank has a valid claim against any owner, it may set-off the amount of that claim against funds held in the account. The Bank will treat the account as the sole property of the surviving (living) owner(s) after the death of another owner. The Bank may pay on checks or order or withdrawal requests signed by the surviving owner(s) after the death of another owner. The Bank may require specific documents prior to releasing account funds to the surviving owner(s).

Joint accounts held by more than two persons are governed by the special deposit agreement relating to that account, in addition to all of the above.

Annual tax statements (IRS Forms 1099) are reported under the Social Security number of the owner whose name appears first in the account title unless otherwise indicated. The account owner's Social Security Number must be provided to the Bank when the account is opened.

Trust or In-Trust-For (ITF) Account

This account may be opened by an individual owner, or by joint owners, "in trust for" one or more persons as beneficiaries. This form of account is generally known as "Totten Trust" account. During the lifetime of the owner(s), he/she/they maintain sole control over the funds on deposit. Unless named as attorney-in-fact by the owner(s), the beneficiary has no power to withdraw funds from the account while any owner is alive.

Upon the death of the owner(s), the funds on deposit will belong to the named beneficiary (unless specifically provided otherwise in the Last Will and Testament of the owner(s), so long as the beneficiary has not predeceased the owner(s) and we have not received a court order directing us not to pay or to pay someone else. If there are multiple beneficiaries named, the account balance will be divided equally among them.

If the beneficiary is less than eighteen years old and the deposit is \$10,000 or less, we will pay the parent or guardian, but if it is more than the amount, we will pay only to the properly appointed guardian. The Bank may require specific documents prior to releasing account funds to the beneficiary.

Note: If the trust account is held by joint owners, the joint account payment rules set forth above will take precedence over these rules.

Annual Tax Statements (IRS Form 1099) are reported under the Social Security Number of the owner whose name appears first in the account title (unless otherwise indicated) and such number must be provided to the Bank when the account is opened.

Custodian under the Uniform Transfer to Minor Act Account (UTMA)

An account may be opened by any adult donor who wants to make an irrevocable give of money to a minor. A minor is any person who has not attained the age of eighteen. Control over the account is given to an individual custodian who may also be the donor. The Custodian is empowered to hold, invest, or reinvest such funds as may be advisable for the support, maintenance and education of the minor. The property should be turned over by the Custodian to the minor when he or she reaches the age designated at account opening, or, in the event of the minor's death prior to that age, to the minor's estate.

The Custodian may select the age (18 or 21) at which the minor will receive the funds on deposit. In the event of the minor's death prior to that age, the funds should be disbursed to the minor's estate.

A custodian may arrange to have someone take his or her place in the event of resignation, death or legal incapacitation by executing and dating the proper documentation. If there is no successor Custodian designated and the Custodian of record resigns, dies or becomes legally incapacitated and the minor is at least 14 years of age, the minor may chose his or her new successor Custodian by executing and dating the proper documentation.

Power of Attorney

A power of attorney is a legal designation allowing one person (known as attorney-in-fact) to act in place of another. It is, in effect, an order signed by an account owner, directed to the Bank, authorizing us to honor the signature of the attorney-in-fact until we have received actual notice of revocation, or termination by death, court order or otherwise. The account owner may revoke the power of attorney at any time by providing us with a written, sworn instruction to do so.

Once granted, a power of attorney will survive the account owner's subsequent disability or incompetence only if it contains a provision stating "this power of attorney shall not be affected by the subsequent disability or incompetence of the principal" or similar wording. All acts performed by the attorney-in-fact pursuant to such power of attorney during the account owner's disability or incompetence shall bind the owner and his distributees, devisees, legatees and personal representatives. Such power may be revoked, suspended or terminated by any subsequently appointed committee or conservator.

The death of the account owner automatically terminates the power of attorney. The funds in the account are always those of the owner, become a part of his/her estate upon death (for individual accounts), and should be administered in the same manner as accounts not affected by a power of attorney.

You may appoint an attorney-in-fact by completing a proper power of attorney form. The executed power of attorney must contain appropriate language whereby you agree to indemnify us against loss or liability unless we receive prior written notice of the revocation or termination of the power of attorney.

Abandoned Property

Your account will be considered abandoned if after 3 consecutive years, any of the following actions have not taken place:

1. A deposit or withdrawal has been made against the account,
2. An account passbook, if applicable, has been presented for updating,
3. A document has been received indicating that someone who is legally entitled to the money is aware of the account's existence. This notification must be signed and the Bank must be satisfied that the signature is genuine.

Time deposit accounts have special rules. Generally, accounts are considered abandoned if a time deposit has matured and there has been no account activity or customer contact during the state defined period following maturity.

State law requires the Bank to send to the state as abandoned property, the balance of certain accounts on which there has been no activity for three consecutive calendar years according to a state defined period. The funds will not be released if, during the stated defined period, one of the aforementioned actions take place.

By August 10 we will send a written notice to each person who may be entitled to the account funds of more than \$20.00. This notice may be provided by registered mail or certified mail, return receipt requested, to a person appearing to be the owner of \$1,000 or more. We may deduct, as a service charge from the account, the postal costs for the certified mail, return receipt requested notices.

By August 31 we will publish a public service notice in the newspapers of certain abandoned accounts having balances of \$50.00 or more. The cost of advertising may be debited proportionally from all accounts appearing on the published listed according to any formula permitted by state law.

If we have not had contact with you before November 1, your account balance will be turned over to the state. The Bank can assist you in reclaiming such abandoned property.

Funds which have been turned over to the state as abandoned property may be reclaimed at:

New York State Comptroller
Office of Unclaimed Funds
State Office Building
Albany, NY 12236
<http://www.osc.state.ny.us>

Privacy

Information about your account is private. In most instances the Bank will not release account information unless requested to by an account owner or a legal representative of an account owner. If the Bank receives an order for information from a court or an authorized government agency, we will comply by releasing the information.

Changes in Terms

The Bank may change these rules and regulations and add new rules and regulations from time to time. The Bank may also change the interest rates, the minimum account balance requirements, the service and maintenance charges and the banking hours from time to time. If the change is not to your advantage, it will be binding on you and the account 30 days after we mail you written notice of the change.

Indemnity

If there is a conflict between information stated in any Bank agreement or documentation (including this one) and something said by one of our employees, the Bank will adhere to the written information.

The Bank may refuse to follow any depositor instructions which we believe will expose us to potential liability under law or regulation. We may require adequate security to protect the Bank from any loss and expense incurred in the following such instructions.

Fees and Charges

Fees and charges for services available to Bank customers will be provided to you under separate cover.

Waiver

The Bank may waive any of these rules and regulations.

However, the waiver will only apply on that occasion and will not bind us in the future.

General Account Features**Deposits**

Deposits may be made in person, by mail, by wire transfer or pre-authorized credits, such as Social Security benefits or payroll payments. Mail deposits are made at the risk of the depositor and we strongly advise against sending cash through the mail.

We have the right, for our own reasons to:

1. Refuse to open an account or accept a deposit.
2. Return all or some of a deposit.
3. Close an account.

If we close your account for any reason, we will send you a check for the balance. See "Closing Your Account" for additional information.

If we credit your account for an item (a check or other instrument) and the item is not collected by us in the regular way banks collect items, we will deduct the amount of the item from your account. Any interest earned on the amount may be forfeited. If there is not enough money in the account to cover the item, you agree to pay us the amount.

It also may be advisable to keep funds from a pension or profit sharing account separate from you regular IRA contributions. Please check with your tax advisor to depositing such funds.

The Bank as Collecting Agent

In receiving items for deposit or collection, the Bank acts only as your collecting agent, and all such items are accepted under the following conditions:

1. The items shall be forwarded by us (as your agent) at your own risk.
2. We shall not be responsible for negligence, default or failure of subagents, nor for losses in the mail.
3. We shall have the right to charge back to your account any item for which actual payment is not received.
4. All items are credited subject to actual payment.
5. Items may be sent directly to the bank on which they are drawn without waiving any of the above conditions.

Withdrawals

You must maintain a sufficient collected balance in your account to cover the withdrawals you make. If you overdraw the account, the Bank may also refuse to pay the item(s) that caused the overdraft. The Bank may also refuse to permit a withdrawal from your account if:

1. The withdrawal would consist of funds deposited to your account in the form of a check or instrument and the proceeds for the check or instrument have not been received by us.
2. There is a dispute about the account of such a nature that to permit you to withdraw from the account might expose us to liability.
3. Someone whose name is on the account request the Bank, in writing, not to permit the withdrawal. The decision whether to honor such a requests rest solely with the Bank and we may require that future withdrawal authorizations be signed by every party interest in the account.
4. The account is pledged as collateral for a debt.
5. The withdrawal would consist of money or items we have taken to pay a debt due to the Bank.
6. We have been lawfully ordered not to permit the withdrawal of all or part of the funds in the account.
7. The request withdrawal amount would exceed the amount permitted by the account agreement or term. Specific withdrawal restrictions and penalties (where applicable) for your account are outlined under separate cover.
8. If you have failed to present to us any other document, credential, evidence or identification we require, or the law requires, in connection with the withdrawal. If the Bank does not feel that it has enough proof of who someone is, it can ask for as much proof as it needs. In certain cases, the Bank may ask for a bond from an insurance company which guarantees the right of the person to the funds.
9. A problem with our equipment prevents us from knowing your account balance.
10. You are a new customer seeking to make an initial withdrawal and we have not received back our verification form properly completed by another bank you have given us as a reference.

The Bank may take as much time as it deems necessary to determine the validity of any withdrawal request or order to pay and the identity of the person presenting it.

The Bank may make payments to you in cash or by check, money order or other form, payable to you or someone else. Issuance of such a payment by the Bank is final payment and relieves the Bank from any further liability for the amount of such payment. Certain cash withdrawals may be subject to Bank Secrecy Act reporting provisions.

We may allow another person to make withdrawals on your behalf if we are presented with satisfactory proof of the person's authority to make the withdrawal (example: Power of Attorney). Any such payment made by the Bank or on the order of such a person prior to receiving your written notice revoking such authority, is final payment and relieves the Bank from any further liability for the amount of such payment.

If any funds are distributed to you from an IRA account before you attain age 59½, or before you become disabled, the distribution may have substantial, unfavorable tax consequences for you. The unfavorable tax consequences are explained fully in the documents delivered to you when you opened your account.

Right to Off Set

We have a right to offset. We can take certain funds from any of your accounts at any time to pay certain debts you owe us which are due and unpaid.

Payment Order of Items

The law permits us to pay items (such as checks, drafts, ATM transactions, Point-of-Sale transactions or electronic transactions) drawn on your account in any order. To assist you in handling your account with us, we are providing you with the following information regarding how we process the items that you write. When processing items drawn on your account, our policy is to pay all debit card items first. All other debits will then be paid by dollar amount from the smallest to largest; all other debits include withdrawals, checks, ACH, etc. If an item is presented without sufficient funds in your account to pay it, we may, at our discretion, pay the item (creating an overdraft) or return the item. The amounts of the overdraft charge and return check charge fees are disclosed elsewhere. We encourage you to make careful records and practice good account management. This will help you to avoid writing checks or drafts without sufficient funds and incurring the resulting fees.

Closing Your Account

You may close your account at any time, provided the funds on deposit are not being held as a result of legal action or uncollected deposited checks. If the account is a Time Deposit and we give our consent, there may be a penalty for withdrawals made prior to the maturity date.

The Bank also may close your account for good reason at any time. If we do so, we will notify you in writing and may mail you our official Bank check for the account balance. Any items presented after the account has been closed will be returned unpaid.

Nontransferable

Accounts opened after October 1, 1980 (other than demand deposits and NOW accounts), may not be transferred except on the books of the Bank. The transferability of Time Deposits accounts may be further restricted by the terms of the certificate or other evidence of the deposit. An account is not considered transferred if:

1. Title or beneficial interest in it passes in circumstances involving: death, bankruptcy, marriage, divorce, judicial attachment, incompetence or other legal means.
2. If it is reissued by the Bank under any other name

Interest Reporting

If you are subject to U.S. information reporting and backup withholding rules, account interest will be reported for tax purposes in the name and Social Security or Employer Identification Number of the primary depositor (the first name on the account unless account otherwise indicated). It is your responsibility to provide the Bank with correct Social Security or Employer Identification Number for your account(s) OR a properly executed Department of the Treasury, Internal Revenue Service Form W-8 BEN, you may be subject to a \$50 penalty imposed by the Internal Revenue Service.

You may be subject to the current backup withholding of interest credited on all accounts on which the Bank does not have a Certified Social Security Number, Certified Employer Identification Number, and Certification of Application for Tax Identification Number, or Form W-8BEN on file; or where the depositor is subject to backup withholding under the provisions of the Internal Revenue Code.

The Bank has the right to refuse to open an account if you fail to provide us with a Certified Social Security Number, a Certified Employer Identification Number, or a completed Form W-8BEN.

Deposit Insurance

Your accounts are generally insured up to \$250,000 per depositor by the Federal Deposit Insurance Corporation (FDIC). Additional details about deposit insurance can be obtained at the bank.

Branch Locations and Hours

Aurora Office

397 Main Street, Aurora, NY 13026
Monday - Friday: 11:00 a.m. - 4:00 p.m.
Cutoff Time: 4:00 p.m. Daily
ATM: 24 hours a day, seven days a week

Union Springs & Lansing Offices

165 Cayuga Street P.O. Box 512 Union Springs, NY 13160
3077 N. Triphammer Road Lansing, NY 14882-8906

Lobby

Monday - Thursday 9:00 a.m. - 4:00 p.m.
Friday - 9:00 a.m. - 5:00 p.m.
Saturday - 9:00 a.m. - 12:00 p.m.

Drive In Teller/ITMs

Monday - Wednesday 8:00 a.m. - 5:00 p.m.
Thursday & Friday 8:00 a.m. - 6:00 p.m.
Saturday - 9:00 a.m. - 12:00 p.m.
Cutoff Time: 4:00 p.m. Monday - Friday
ATM/ITMs: 24 hours a day, seven days a week

Union Springs/Aurora Offices

Phone: (315)889-7358 Fax: (315)364-6867

Lansing Office

Phone: (607)366-0600 Fax (607)366-0605

WEBSITE: www.cayugalakenationalbank.com

We are closed all Federal Holidays. Although we try to be open at times that are convenient for you, we have to close if required by law, or if there is danger to the Bank or our customers, such as fire, riots, burglary, and other circumstances beyond our control.

Availability of Funds - Effective 07/01/2020

This sets forth the availability of funds deposited to your deposit accounts at the Bank. It provides information to allow you to determine when funds you deposit or receive for credit to any deposit accounts you maintain with us are available for payment of checks to others or for cash withdrawal (as these functions apply to the specific types of accounts).

Note: These provisions do not apply to checks drawn on banks outside the United States, its territories and possessions.

Our policy is to make funds from your deposits available to you on the same business day we receive your deposit, unless we impose one of the exceptions listed below. Electronic deposits are available on the day we receive the deposit. Once they are available, you can withdraw the cash and we will use the funds to pay checks that you have written.

For determining the availability of your deposits, every day is a business day, except Saturdays, Sundays, and federal holidays. If you make a deposit before 4:00 p.m. on a business day when we are open, we will consider that the deposit was made on the day of your deposit. However, if you make a deposit after 4:00 p.m., or on a day that we are not open, we will consider that the deposit was made on the next business day when we are open.

Debit Card Funds Availability

Your account balance file is updated each business day. This means that a deposit made over the counter on that business day will be available to you after 5pm. additionally, an electronic deposit will be available the same business day as credited to the account.

Longer Delays May Apply

In some cases, we will not make all of the funds that you deposit by check available to you the same day you make the deposit. If a case-by-case hold is placed on your deposit, the first \$225 will be available the next business day and the remaining funds available the 2nd business day. If an exception hold is used, your funds may not be made available until the 7th business day, with the first \$225 available on the next business day

If we are not going to make all of the funds from your de-posit available on the first business day, we will notify you at the time you make your deposit. We will also tell you when the funds will be available. If your deposit is not made directly to one of our employees, or if we decide to take this action after you have left the premises, we will mail you the notice by the day after we receive your de-posit.

If you will need the funds from a deposit right away, you should ask us when the funds will be available.

In addition, funds you deposit by check may be delayed for a longer period under the following circumstances:

We believe a check you deposit will not be paid.

You deposit checks totaling more than \$5,525 on any one day.

You redeposit a check that has been returned unpaid.

You have overdrawn your account repeatedly in the last six months.

There is an emergency, such as failure of computer or communications equipment.

We will notify you if we delay your ability to withdraw funds for any of these reasons, and we will tell when the funds will be available. They will generally be available no later than the seventh business day after the day of your deposit.

Special Rules for New Accounts

If you are a new customer, the following special rules may apply during the first 30 days your account is open. Funds from electronic direct deposits to your account will be available on the day we receive the deposit. Funds from deposits of cash, wire transfers, and the first \$5,525 of a day's total deposits of cashier's, certified, teller's, traveler's, and federal, state and local government checks will be available on the first business day after the day of your deposit if the deposit meets certain conditions. For example, the checks must be payable to you. The excess over \$5,525 will be available on the ninth business day after the day of your deposit. If your deposit of these checks (other than a U.S. Treasury check) is not made in person to one of our employees, the first \$5,525 will not be available until the next business day after the day of your deposit. Funds from all other check deposits may not be available until the thirtieth business day after the day of your deposit.

ELECTRONIC FUND TRANSFERS DISCLOSURE

The terms and conditions addressed below apply to you when you use ***Cayuga Lake National Bank's*** Electronic Funds Transfer (EFT) services. Please read this disclosure carefully because it tells you your rights and obligations for EFT activity. You should keep this notice for future reference.

Definitions

Account means your deposit account(s) at the Bank.

Business Days means the business days when the Bank's branches are open. Our business days are Monday through Friday. Holidays are not included.

Electronic Fund Transfers means any transfer of funds that is initiated through an electronic terminal, telephone, computer, magnetic tape for the purpose of ordering, instructing, or authorizing a financial institution to debit or credit an account. The term includes, but is not limited to point-of-sale (POS) transfers; automated teller machine transfers; direct deposits or withdrawal of funds; transfers initiated by telephone; and transfers resulting from debit card transactions, whether or not initiated through an electronic terminal.

New Account means that an account is considered new during the first 30 calendar days after the account is established.

Transfer Types and Limitations

You may use your *Debit Card* at any Automated Teller Machine (ATM) that displays the Visa®, Plus®, and NYCE® logo to:

- a. withdraw funds from your transaction account(s) - regular checking, NOW, Super NOW account (s), and statement savings account(s).
- b. transfer funds between your transaction account(s) - regular checking, NOW, Super NOW account(s), and statement savings. Your transfer will be available immediately for ATM and POS transactions.
- c. obtain available balances from your transaction account (s) - checking, NOW, Super NOW account(s), and statement savings account(s).

You may also use your *Debit Card* at any retail establishment where Visa® Cards are accepted to purchase goods and services and/or obtain cash where permitted from a merchant. These types of transactions are POS transactions. We reserve the right to block countries outside of the U.S.A. Your overdraft line of credit, Chek-Tek will automatically transfer to your transaction account as permitted.

You may authorize a Merchant to electronically charge your account in place of a paper check, including electronic collection of any applicable check charge.

Your transaction account must be the primary account. A POS transaction is permitted only on your primary account. We do not allow a POS transaction on statement savings accounts. We have imposed limitations on these types of transfers. You may use your Debit Card at an ATM to withdraw funds up to \$300 each day, provided the funds are available in your account. In addition to the amount that you may withdraw at an ATM each day, you are allowed \$1,000 for a POS transaction(s) each day, provided the funds are available in your account. The total amount of funds available to you for a POS transaction(s) is \$1,000 each day and \$300 from an ATM each day. Each day begins after midnight.

You may authorize a merchant to electronically charge your account in place of a paper check, including electronic collection of any applicable check charge.

Availability of Funds

Your account balance is updated throughout each business day. This means that your deposit will be available the same business day. Additionally, an electronic deposit will be available the same business day as credited to the account.

You will be denied the use of the Debit Card if you (i) exceed the daily withdrawal limit, (ii) do not have adequate funds available or (iii) do not enter the correct PIN. There is a limit on the number of such denials permitted. Attempts to exceed the limit may result in the machine retention of your Debit Card at an ATM. The number of attempts that result in machine retention of your Debit Card is not revealed for security reasons.

Fees

- We do not charge for direct deposits to any type of account.
- We do not charge for preauthorized payments from your account.
- We do not charge for ACH debits or credits to your account.
- We do not charge for Debit Card withdrawals.
- There is a 10 cent charge per debit card PIN based purchase. The first 2 debits are free each month.
- There is a \$7.50 fee for each replacement of a debit card and each additional card ordered in the same name.
- When you use an ATM not operated by us, you may be charged a fee by the ATM operator or any network used to complete the transfer (and you may be charged for a balance inquiry).

Documentation

Terminal transfers - You can get a receipt at the time you make any transfer to or from your account using one of our ATM's.

FACTS

WHAT DOES CAYUGA LAKE NATIONAL BANK DO WITH YOUR PERSONAL INFORMATION?

Why?

Financial companies choose how they share your personal information. Federal laws gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.

What?

The types of personal information we collect and share depend on the product or service you have with us. This information can include:

- Social Security Number and income
- Credit history and employment information
- Transaction history and payment history

When you are *no longer* our customer, we continue to share your information as described in this notice.

How?

All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons Cayuga Lake National Bank chooses to share; and whether you can limit this sharing.

Reasons we can share your personal information	Does Cayuga Lake National Bank share?	Can you limit this sharing?
For our everyday business purposes- Such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	Yes	No
For our marketing purposes- To offer our products and services to you	Yes	No
For joint marketing with other financial companies	Yes	No
For our affiliates' everyday business purposes- Information about your transactions and experiences	No	We don't share
Four our affiliates' every business purposes- Information about your creditworthiness	No	We don't share
For our affiliates to market to you	No	We don't share
For nonaffiliates to market to you	No	We don't share

Questions?

Call (315) 889-7358 or go to www.cayugalakenationalbank.com

What we do	
How does Cayuga Lake National Bank protect my personal information?	To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.
How does Cayuga Lake National Bank collect my personal information?	We collect your personal information, for example, when you Apply for a loan or give us your contact information Open a new account or provide employment information Show your driver's license We also collect your personal information from others, such as credit bureaus, affiliates, or other companies.
Why can't I limit all sharing?	Federal law gives you the right to limit only <ul style="list-style-type: none"> • Sharing for affiliates' everyday business purposes – information about your creditworthiness • Affiliates from using your information to market to you • Sharing for nonaffiliates to market to you State laws and individual companies may give you additional rights to limit sharing.

Definitions	
Affiliates	Companies related by common ownership or control. They can be financial and nonfinancial companies. <ul style="list-style-type: none"> • <i>Cayuga Lake National Bank has no affiliates.</i>
Nonaffiliates	Companies not related by common ownership or control. They can be financial and nonfinancial companies. <ul style="list-style-type: none"> • <i>Cayuga Lake National Bank does not share with nonaffiliates so they can market to you.</i>
Joint Marketing	A formal agreement between nonaffiliated financial companies that together market financial products or services to you. <ul style="list-style-type: none"> • <i>Our joint marketing partners include KASASA</i>

Other important information