



America's Most Convenient Bank®

Your guide to TD Bank's Small Business Grace Period

How does the Grace Period work?¹

Our Grace Period feature gives you some extra flexibility to fix your available balance after overdrawing your TD business checking account. If you overdraw your business checking account by \$50 or less, you won't be subject to an overdraft fee. However, **if your available balance is overdrawn by more than \$50 by the end of the business day, you'll enter the Grace Period.** From there, you'll have until 11 pm ET the next business day to bring your balance back to \$0 in order to ultimately have your overdraft fee(s) refunded. (Keep in mind that automatic or new transactions posting during the Grace Period will have an impact on your available balance. If your available balance remains negative due to these transactions, you may miss out on the overdraft fee refund.)

How long is the Grace Period?





You generally have one business day to bring your available balance back to \$0, but refer to this chart for situations where you overdraw on a weekend or federal holiday:

Grace Period start date:	When I need to have my available balance at \$0 or more: (ET)
Saturday/Sunday/Monday	Tuesday by 11:00 pm
Tuesday	Wednesday by 11:00 pm
Wednesday	Thursday by 11:00 pm
Thursday	Friday by 11:00 pm
Friday	Monday by 11:00 pm
Federal Holiday	One additional business day after the federal holiday by 11:00 pm

Note: If your Grace Period is scheduled to end on a federal holiday, you'll have until the following business day by 11 pm ET to fix your available balance.

What are my options to make my available balance positive again?

You've got plenty of ways to make your available balance positive—but the cutoff time for each method differs. The cutoff time is the latest possible time that TD can receive your transaction in order for it to be processed within the same business day. **Refer to the chart below to understand the cutoff time for each method so you can meet your Grace Period deadline.**

Method	Cutoff Time (ET)
 Mobile & Phone Banking <ul style="list-style-type: none"> • Online Transfer from another TD account 11:00 pm • Zelle®² 10:30 pm³ • Wire Transfer from another bank. 8:00 pm 	
 TD Store <ul style="list-style-type: none"> • Cash Deposit By store closing time • In-store account transfer from another TD account By store closing time • Check deposit (\$100 same-day) By store closing time • TD FastFunds check deposit (a 3% fee will apply) By store closing time 	
 ATM <ul style="list-style-type: none"> • Cash deposit 8:00 pm • ATM account transfer from another TD account 8:00 pm • Check deposit (\$100 same-day) 8:00 pm 	
 Automatic <ul style="list-style-type: none"> • Recurring direct deposit/paycheck 8:00 pm • Savings Overdraft Protection. Automatic transfer at end of business day if you're enrolled and have enough funds in your linked savings account to bring your available balance positive again 	

Note: This chart lists the cut off times for making deposits. However, deposits follow our Funds Availability Policy as set forth in the [Business Deposit Account Agreement](#). Deposits to new accounts and check deposits may have longer delays. Depending on the type of check you deposit, funds may not be available until the second (2nd) Business Day after the day of your deposit. Funds from check deposits may not be available for up to seven business days. We will notify you if we delay your ability to withdraw funds for any of the reasons stated in Funds Availability Policy. Please see the policy for additional information.

How will I know that I've overdrawn my account?

- 1 Check your Online Banking.** Keep tabs on your available account balance using the TD Bank app or Online Banking.
- 2 Set up TD Alerts.** Manage and customize your alert preferences by visiting the TD Alerts page in the TD Bank app or Online Banking.

Low Balance Alert. Get notified in the moment when you hit a low balance at an amount of your choosing.









Overdraft Threshold Alert. Get notified in the moment when your balance has fallen below -\$50.

Grace Period Alert. Get notified the morning you need to take action.

*If you have a current, valid email address associated with your account, you'll automatically be enrolled to receive the **Overdraft Threshold & Grace Period** email alerts.

Note: Overdrawing on weekends and federal holidays affects when you're notified and the deadline of your Grace Period. Reference "How long is the Grace Period?" section above for those guidelines.

An example of how you may navigate a Grace Period:

Timeline (ET)		Your Available Balance
 Saturday, 9 am	You start with a \$25 balance.	\$25
 Sunday, 2 pm	You spend \$25 online, bringing your business checking account available balance to \$0. You're at risk of overdrafting.	-\$25 \$0
 Monday, 7 pm	You spend \$100 on supplies, causing an overdraft and a negative balance. You see an alert in Online Banking noting that you've overdrawn your account and that the Grace Period may have been initiated. In addition if you have a valid email address with your account, you will receive an Overdraft Threshold email alert at this point in time.	-\$100 -\$100
 Tuesday morning	You receive an email officially notifying you that the Grace Period is active, giving you until 11 pm to bring your available balance back to \$0.	-\$100
 Tuesday, 3 pm	You go to a TD store to make a \$100 cash deposit into your business checking account, bringing your available balance back to \$0.	+\$100 \$0
 Tuesday, 11 pm	You maintain your positive available balance until the Grace Period ends at 11 p.m., being careful to anticipate any other scheduled charges or transactions in that time period.	\$0
 Wednesday morning	The \$35 overdraft fee is charged.	-\$35 -\$35
 Wednesday morning	The \$35 overdraft fee is immediately refunded.	+\$35 \$0

Have questions? We're always here when you need us.



Bank 24/7 on tdbank.com or the **TD Bank app**.



Visit **locations.td.com** to find a nearby store or TD Bank ATM.



Call us anytime at **1-888-751-9000**.

¹ Grace Period service is not available to Business Checking on Account Analysis Billing.

² Send Money with Zelle®, is available for most checking and money market Accounts in the U.S. To use Send Money with Zelle® you must have an Online Banking profile with a U.S. address, a unique U.S. mobile phone number, and an active unique e-mail address. To send or receive money with a small business, both parties must be enrolled with Zelle® directly through their financial institution's online or mobile banking experience. Transactions between enrolled users typically occur in minutes. Your eligible deposit Account must be active and enabled for ACH transactions and Online Banking transfers. Message and data rates may apply, check with your wireless carrier. Transaction limitations apply. Zelle and the Zelle related marks are wholly owned by Early Warning Services, LLC and are used herein under license. Learn more at <https://www.td.com/us/en/small-business/online-banking>. Terms and conditions apply.

³ Zelle® deposits made after 10:30 pm ET may temporarily increase your balance. However, deposits made after 10:30 pm ET will be considered deposited on the next business day.