



# Personal Teller

## MENU MODE

Touch-Tone **787-4636**  
Telephone Access  
To Your Account **1-800-572-3279**

In this mode, Personal Teller will ask questions and wait for your response on the telephone keypad for each inquiry or transaction. You will not need any additional transactions codes to utilize this mode. For faster processing, you may switch to the "Speed Mode" which allows you to enter the necessary codes to move quickly through your transactions.

### **MOST COMMONLY USED TRANSACTIONS**

#### **PRESS # To Return To Previous Menu**

#### **#1 Balance Inquiries**

- #1 Savings Balance
- #2 Checking Balance
- #3 Certificate Balance
- #4 Loan Balance
- #5 Open Savings List
- #6 Open Loan List
- #7 Savings Balance On A Specific Date
- #8 Loan Balance On A Specific Date

#### **#2 Account History Inquiries**

- #1 Savings History
- #2 Loan History
- #3 Deposit History
- #4 Recent History
  - #1 In Checking #3 By ACH
  - #2 By ATM #4 In Loans

#### **#3 Withdrawals**

- #1 From Savings
- #2 From Checking
- #3 Loan Advance

#### **#4 Transfers**

- #1 Savings To Checking
- #2 Checking To Savings
- #3 Savings To Savings
- #4 Loan To Savings
- #5 Loan To Checking
- #6 Savings To Loan - Loan Payment
- #7 Checking To Loan - Loan Payment

#### **#5 Checking History**

- #1 Checking Balance
- #2 Check Number Inquiry
- #3 Checking History

#### **#6 Loan Information**

#### **#7 Additional Options**

- #1 Y-T-D Account Information
- #2 Change Preferences - Access Code, Speed Mode



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- #6 Savings To Loan - Loan Payment
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In this mode, you may use the codes below to complete your transactions or inquiries without waiting for menu prompts.

### ***MOST COMMONLY USED TRANSACTIONS***

- #11 Savings Balance
- #12 Checking Balance
- #13 Certificate Balance
- #14 Loan Balance
- #15 Open Savings List
- #21 Savings History
- #22 Loan History
- #23 Deposit History
- #24 Checking Activity
- #25 ATM Activity
- #26 ACH Activity
- #27 Loan Activity
- #31 Savings Withdrawal - Check Issued To Home Address
- #32 Checking Withdrawal - Check Issued To Home Address
- #33 Loan Advance Check - Check Issued To Home Address
- #41 Savings To Checking Transfer
- #42 Checking To Savings Transfer
- #43 Savings To Savings Transfer
- #44 Loan Advance To Savings Transfer
- #45 Loan Advance To Checking Transfer
- #46 Savings To Loan Transfer - Loan Payment
- #47 Check To Loan Transfer - Loan Payment
- #52 Check Number Inquiry
- #56 Checks Cleared
- #66 Loan Balance On A Specific Date
- #67 Loan Advance Totals
- #71 Y-T-D IRA Contributions
- #72 Y-T-D Dividends
- #73 Y-T-D Loan Interest Paid
- #74 Change Access Mode
- #75 Change To Menu Mode
- #77 Change Language
- #78 Change To Another Account
- #99 Log-Off System



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- #32 Checking Withdrawal - Check Issued To Home Address
- #33 Loan Advance Check - Check Issued To Home Address
- #41 Savings To Checking Transfer
- #42 Checking To Savings Transfer
- #43 Savings To Savings Transfer
- #44 Loan Advance To Savings Transfer
- #45 Loan Advance To Checking Transfer
- #46 Savings To Loan Transfer - Loan Payment
- #47 Check To Loan Transfer - Loan Payment
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