There’s no better home for your irreplaceable documents than a Safe Deposit box at Summit Credit Union! We offer affordable boxes of varying sizes to hold personal items that would be difficult to replace —

- Insurance Policies
- Birth Certificates
- Mortgage Papers
- Deeds
- Wills
- Stocks
- Marriage Certificates
- Jewelry
- Computer Back-ups
- Photo Negatives
- Bond
- Anything else of personal or financial value

**Safety**

- A Summit Safe Deposit box is secured by a reinforced steel vault.
- Strict control procedures are always used.
- Only you or your assigned deputy will know the contents so it’s a good idea to keep an inventory like the one on this page.
- Two keys are required to open your box – Summit’s and yours.
- Summit has neither access to, nor knowledge of, the contents of your box.

**Security**

You may authorize a deputy for entry into your Safe Deposit box. Even if your key is lost or stolen, no one will be able to enter your box without prior written and recorded consent. If you become unable to visit Summit, no other person may have access to your box without legal authorization.

**Box Availability and Fees**

**Size 1**: 3” x 5” – $20 per year  
**Size 3**: 5” x 10” – $45 per year  
**Size 2**: 3” x 10” – $30 per year  
**Size 4**: 10” x 10” – $75 per year

- Administrative Branch – Sizes 1, 2, 3, & 4
- East Greensboro Branch – Sizes 1 & 2
- Cloverdale Branch – Sizes 1, 2, & 3
- Downtown Winston-Salem Branch – Sizes 1, 2, & 3
- Hickory Branch – Sizes 1, 2, 3, & 4
- Raleigh Branch – Sizes 1, 2, & 3
- Lost Key – $25
- Box Drilling – $250 **minimum**
- *Non-Sufficient Funds* (NSF) Payment Charge – $29

Renewal fees for each additional year, are debited from your regular savings (suffix 00) or checking (suffix 90-94) account on May 1st. You will receive advance notice of the pending rental fee debit.

**FAQ**

Q: Are the contents of my Safe Deposit box insured?  
A: No. Specific items, such as jewelry, precious metals, etc. may be insured by a Homeowners’ insurance policy. Consult your insurance agent for details and provisions.

Q: What should I do if all of your boxes are rented?  
A: If there are no Safe Deposit box vacancies in your branch office, you may ask to be placed on a waiting list until one becomes available.

Q: Why does Summit require that the rental fee be charged to my Summit checking or savings account?  
A: To save cost! Members will receive a notice of the charge and will have the charge listed on their statement. Automatic collection of the annual fee provides a convenient and efficient means for renewing your Rental Agreement.

Q: How many keys will be issued with a Safe Deposit box?  
A: Only two keys will open the member lock on a Safe Deposit box and both keys are given to the member. Summit does not keep an extra key.

Q: What if I lose my key?  
A: If one key is lost or stolen, you can pay a lost key fee of $25 and be provided with another Safe Deposit box. If both keys are lost or stolen, the box will have to be drilled at a minimum cost of $250.

**Safe Deposit Box Inventory**

<table>
<thead>
<tr>
<th>In Name of _______________________________</th>
<th>Box #________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Institution ______________________</td>
<td>_________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Date In</th>
<th>Date Out</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurance Policies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birth Certificates</td>
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<td></td>
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<tr>
<td>Mortgage Papers</td>
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</tr>
</tbody>
</table>

[Revised 2017-05]