

## **TAPS Instructions:**

1. From your touchtone phone dial:  
252-823-3100 or 1-800-998-3128
2. Enter your Telco 7 digit Member Number
3. Press the # key
4. Enter your access code (pin)
5. You will then be prompted to "enter your transaction code"

At this point you are ready to go!

Just follow the Instructions.

Hint: Press the # key ONLY when prompted to do so.

## **TAPS TRANSACTION CODE LISTING**

### 01 - Transaction Codes(Share Types 000-009)

- 01 - Share TO Share or SO Checking Transfers
- 02 - Share or SO Checking TO Loan Transfers
- 05 - Other Withdrawal Check
- 06 - Share TO Another Member's Share Account
- 07 - Share TO Another Member's Loan
- ## Return to Main Menu

### 02 - Balance Inquiry Codes

- 01 - Share Draft Checking Balance Inquiry
- 02 - Share (Savings) Balance Inquiry
- 03 - Loan Balance Inquiry
- 04 - Certificate Balance Inquiry
- ## Return to Main Menu

### 03 - Share Draft Checking Inquiry Codes

- 01 - Last 5 Checks Cleared
- 02 - Last Checking Deposit
- 03 - SD Check Cleared by Check number
- ## Return to Main menu

### 04 - History Inquiry Codes

01 - Last 5 Share Draft Checking Deposits

02 - Last 5 Share (Savings) Deposits

03 - Last 5 Share (Savings) Withdrawals

04 - Last 5 ATM Transactions

05 - Last ACH Deposits

06 - Last ACH Withdrawals

07 - Last Payroll Deposit

## - Return to Main Menu

05 – Dividend\Interest Codes

01 - Year-to-date Dividends

02 - Year-to-date Interest Paid

03 - Prior Year-to-date Dividends

04 - Prior Year-to-date-Interest Paid

05 - Last Dividend Amount

## - Return to Main Menu

06 - Rates and Services Codes

01 - Lobby Loan Hours

02 - Drive-up Hours

03 - Voice Response Hours

## - Return to Main Menu

07 - Other Miscellaneous Codes

01 -Loan Payoff Status

04 - Certificate Maturity Dates

08 - Change your 4 digit pin

98 - End Call\Cancel Transaction

99 - Repeat of Options

## - Return to Main Menu

**IMPORTANT NOTES**

- Enter the # only as prompted to do so
- No decimals are needed. (Enter \$10.00 as 1000)
- Enter 11 to update your transaction entered

- The Share Type are 000-009
- The Share Draft Types are 200-205
- Certificate Types are 300 - 399
- Loan Numbers are 01 - 99
- IRA Type Codes are 900-999

Type Codes must be entered to gain access to these accounts. These type codes will be shown on your new Telco statements.

**ENDING THE CALL**

When you have completed the desired transactions,

Press 98 to disconnect the call.