



# Members Credit Union Affiliation Agreement

Name of Sponsor Company: \_\_\_\_\_

As witnessed by the signature of an authorized official, the company named above requests that Members Credit Union provide financial services and benefits to its employees according to the established policies and procedures of the credit union. So that Members Credit Union can render prompt and reliable service to company employees, the company will provide the following assistance to the credit union:

- Encourage top management to become members of the credit union to show active support and endorsement of this company benefit and encourage participation among company employees.
- Appoint a credit union liaison and representative(s) to expedite credit union business for employees at company location(s). Representatives should attend a one day training session to become familiar with credit union services, procedures, and forms.
- The company will deduct from employee paychecks voluntary credit union deductions as requested by the employee and remit such amount each pay period to the credit union for deposit to the employee's credit union account(s). The amount of each employee's payroll deduction, along with a summary check for the total deductions, will be sent to the credit union each pay period via automated means, such as ACH or magnetic media.
- Regardless of the method of transmission of deductions, the actual deductions and payment thereof **must** reach the credit union the day prior to payday, along with the date the deductions should be deposited to member accounts. This will enable the deposits to reach member accounts as early as possible on payday. If the method of transmission is by mail, sponsor must send deductions and payments via next day shipment at their expense.
- Allow credit union staff members to conduct employee group meetings on company premises and on company time, at the convenience of the company, to inform employees of the services and benefits of the credit union; and to allow one-on-one enrollments of new members also on company premises and on company time.
- I hereby certify that this company  is  is not currently in the field of membership of another credit union. If the company *does* have access to or is included in another credit union's field of membership, please provide the following:

(1) The credit union's name and address: \_\_\_\_\_

(2) A separate letter from the other credit union agreeing to an overlap of their field of membership.

\_\_\_\_\_  
Print Name of Authorized Officer of the Company

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Officer of the Company

\_\_\_\_\_  
Date