



Switch Kit

Now you can switch to Cooperative Federal.

Our convenient Switch Kit makes it simple to move your accounts to Cooperative Federal. We will be glad to help you fill out the forms to change your direct deposit, reset automatic withdrawals, and close your other accounts.

Open Up

Your first step is to open your new Cooperative Federal savings account. A savings, or “share,” account makes you a member and an owner of our credit union, and makes you eligible to apply for the full range of low-cost loans that we offer. There is a one-time New Member Fee of \$10 for adults (\$2 for youth under 18), and a \$5 minimum deposit is the only minimum balance you need to maintain with our basic accounts. Use the Cooperative Federal Checklist inside to organize what you need to open your new account with us.

Direct Deposits

Fill out the “Change Direct Deposit/Social Security Form” to switch your automatic deposits to your new Cooperative Federal account.* Starting with only the basic savings? You can have your social security/disability payment directly deposited. Any other automatic deposits or payments? Our checking account is the best option.**

Automatic Payments

You can provide your Checking Account information to have your bills paid directly from your checking account.** See the reminder list below for automatic payments that you may need to switch to your Cooperative Federal checking account before closing your old account.

Utilities	<input type="checkbox"/> Electric / Gas	<input type="checkbox"/> Home Phone <input type="checkbox"/> Cell Phone	<input type="checkbox"/> Internet / Wireless
	<input type="checkbox"/> Water	<input type="checkbox"/> Cable / Satellite	<input type="checkbox"/> Other
Other Payments	<input type="checkbox"/> Loans (i.e., car, home equity, credit card, student loans)	<input type="checkbox"/> Mortgages <input type="checkbox"/> Insurance (i.e., home, auto, renters)	<input type="checkbox"/> Charitable donations <input type="checkbox"/> Membership fees / automatic renewals
	<input type="checkbox"/> Online rentals: video/movie/games <input type="checkbox"/> Magazines	<input type="checkbox"/> Firewood <input type="checkbox"/> Yard / Snowplow	<input type="checkbox"/> CSA <input type="checkbox"/> Other

Out with the Old

Before you close your old account, make sure to leave enough money to pay off any checks you may have written and allow automatic withdrawals to clear. Once you're sure that the old accounts are inactive -- that there isn't another bill set to pull from your old account or any checks still out there that haven't been cashed -- you should request the remaining balance from your account in your old financial institution paid out to you in the form of cash or a bank check.*** You can use our "Close Account" form, if you'd like. Once the account is closed, you should destroy remaining checks (or bring them in and we'll shred them for you), ATM/debit cards and deposit slips.

In With the New

Our credit union offers eStatements, Web Teller (internet banking), Phone Teller, VISA Check Cards with Common Cents (where your purchases create small change that is donated to community groups), VISA Credit Cards, the Sharenet ATM Network (more than 60 no-surcharge, no-fee ATMs for credit union members across CNY), direct deposit, Matched Savings Accounts, Online check reorder through Harland Clarke, Business & Organization Accounts, community development Savings Certificates and IRA investment options, Money Market SuperShare Accounts, SuperShare Checking Accounts which earn dividends, and our full range of business, home and personal loan services.

Live the Difference

Experience real community finance at Cooperative Federal. For more information about us, our loan services, our financial education classes, or our ATM locations please see our website www.cooperativefederal.org. Or, give us a call (check out the department directory on the back of this packet) to set up an appointment to open an account or meet with a loan officer.

Important Forms

Change Paycheck Direct Deposit/Social Security Form

Close Account Form

VISA Check Card Application Form

**If you receive deposits other than payroll direct deposit or social security/disability, such as retirement or pension checks, contact that group for instructions on changing the deposit to Cooperative Federal.*

***Direct deposits and automatic payments can also be done with a basic savings account, but limitations apply. Call Member Services (473-0220) for the details.*

***There may be a nine-day hold on the full amount of some checks that are used to open a new account at Cooperative Federal. Be aware that your money may not be immediately available to you if you open your account with a personal check or a money order.*

New Accounts Check List

Share Savings and Draft Checking Accounts ---

- Basic Savings Account

- \$15 to fund the \$5 minimum balance and the \$10 New Member Fee
- Demonstrate that you either live, work, worship, or go to school within the city of Syracuse. Otherwise, join one of our Field of Membership Organizations.
- Valid, unexpired US Driver's License/Non-Driver's ID, US Passport, US Military ID or US Alien Registration Card.
- No annual fees for savings accounts.

- Basic Checking Account

- There is no minimum balance for Basic Checking Accounts. There is a Monthly Service Fee: \$3 for individuals, \$4 for businesses/organizations, and \$5 for non-members. The monthly fee is automatically charged to your account on the first day of each month, beginning the month after your account is opened.
- \$14.01 fee for basic box of personal checks (150 per box). Recycled, decorative, or designer checks are also available.
- No fee to apply for a VISA Check Card or a Line of Credit for low-cost overdraft protection.

Youth Under 18 ---

- Basic Savings Account

- \$7 to fund the \$5 minimum balance and the \$2 New Member Fee
- Valid, unexpired ID: US Driver's/Non-drivers License, Sheriff's ID, CNY Works ID, or School ID plus Schedule or Report Card

Children 14 & Under ---

- Treehouse Savers Account

- \$7 to fund the \$5 minimum balance and the \$2 New Member Fee
- Children 10 & under must have a parent/guardian as Joint Owner.* Required ID: a birth certificate, Social Security card and a guardian/parent with ID as listed above.
- Children over 10 may have their own accounts.* Required ID: a birth certificate and Social Security card

If you do not have the listed forms of identification, we will work with you!

Contact Thom at 473-0217. We will help you to find another way.

Effective 12/1/2011

Cooperative Federal

Syracuse's community development credit union



Credit Union Directory

Member Services.....473-0220	Advice & Classes.....476-1451
<i>Servicio al Socio</i>473-0290	<i>Consejería & Clases</i>473-0291
Southwest Office473-0260	Mortgages.....473-0244
Eastside Office.....473-0270	<i>Hipotecas</i>473-0291
Northside Office.....473-0280	Housing Counseling.....476-5290
Personal Loans & Credit.....473-0242	<i>Consejería de vivienda</i>473-0291
<i>Préstamos & Crédito</i>473-0291	Small Business Program.....473-0249

(315) 471-1116

Eastside Office

723 Westcott Street

Northside Office

800 North Salina Street

Southwest Office

Southwest Community Center
401 South Avenue

info@coopfed.org

www.cooperativefederal.org

Se habla español



Accounts are federally insured to at least \$250,000 and backed by the full faith and credit of the United States Government.

Effective 12/1/2011

Welcome to
Cooperative Federal



We're like a bank, only better!

This guide is intended to help you
become a member of
Syracuse Cooperative Federal Credit Union.

It is easier than ever to join
because we serve anyone who ***lives,
works, worships or attends school***
in the city of Syracuse.

Even if you don't fit into that mold, rest
assured that there is a way for us to serve
you too. Read on!

473-0220
www.cooperativefederal.org

We are really glad that you want to become a member of our Credit Union! Not only do we offer great financial products and services, but you can rest assured that your money is being used to make fair and affordable loans to your fellow members, right here in the Syracuse community.

- **What is a Credit Union's field of membership?**

This Credit Union has roots in this community, and we want to know that you do too. That is the essence of the Field of Membership (FOM) - it's about having a common bond. That's part of what makes us so different from a big bank.

- **I Live in the City, Now What?**

If you live in the city of Syracuse and it says so on the driver's license, non-driver ID or passport you present us, you are all set!

- **What if I Work in Syracuse but Live Elsewhere?**

If you're employed in Syracuse, all we need is a pay stub with your name, your employer's name and employer's address. That's it.

- **What if I Attend School in Syracuse but Live Elsewhere?**

Have a school ID? Show it to us along with your other ID and you are good to go! No school ID, not a problem. Just show us an envelope with your name on it from the school and that's it.

- **What if I Worship in the City but Live Elsewhere?**

Cooperative Federal welcomes people of all faiths. Just give us the address or location of your place of worship.

- **What if I don't fit any of these criteria?**

Never fear, there are many other ways to become a member, and we have most of them listed on the next page.

- **Do you have immediate family or household members who are members of Cooperative Federal?**

(Mom, Dad, Sister, Brother, Children, Housemates)

Tell us their name and we can look up their account; then you are in.

- **Do you have any immediate family who live in the city of Syracuse, even if they aren't members of Cooperative Federal?**

Tell us their name and address and you are in.

- **Do you, or someone in your immediate family/household, belong to one of these organizations? Or, would you like to become a member? (We can help you!)**

Member Organizations

Cooperative Federal has over 40 community groups and small businesses in our FOM. Here is a short list of some easy-to-join member organizations. To view the full list, visit www.coopfed.org/fom.

Appleseed Trust.....	474-1939
CNY Chapter NY Civil Liberties Union.....	471-2821
East Side Soccer.....	445-2165
Jubilee Homes of Syracuse.....	428-0070
Open Hand Theater.....	476-0466
Peace Action of Central New York.....	478-7442
Preservation Association of CNY.....	475-0119
SAGE/Upstate.....	478-1923
Slow Food CNY	http://slowfoodcny.org/index.php/membership/
South East University Neighborhood Ass'n (SEUNA).....	472-3110
Syracuse Community Choir.....	446-4374
Syracuse Community Radio.....	234-1999
Syracuse Peace Council (SPC).....	472-5478
Syracuse Real Food Cooperative (SRFC).....	472-1385
South Side Entrepreneurs Association (SSEA).....	443-6899
Syracuse United Neighbors (SUN).....	476-7475
Time of Jubilee Land Trust.....	428-0070
Westcott Community Center.....	478-8634
Westcott Community Development Corp.....	426-0243
Westcott Eastside Neighbors Ass'n (WENA).....	479-7301
Women's Information Center	478-4636

- **What if I still haven't found a way to qualify?**

Contact Thom Dellwo, Financial Education Coordinator, at 473-0217.
There is a way for you to become a member and we can help.



Cooperative Federal

Syracuse's community development credit union

Eastside Office
723 Westcott Street

Northside Office
800 North Salina Street

Southwest Office
Southwest Community Center
401 South Ave

(315) 473-0220
www.cooperativefederal.org

Se habla español



Date: _____

Bank Name: _____

Bank Address: _____

To Whom It May Concern:

This letter serves as a request to close the following account/s. Please send a check for the remaining balance to the address below. If you have any questions please contact me at _____.

Closing account/s: Savings# _____ Savings# _____
 Savings# _____ Savings# _____
 *Checking# _____ *Checking# _____
 *with Overdraft _____ * with Overdraft _____
 with Line of Credit _____ with Line of Credit _____

ATM Card# _____

ATM Card # _____

*Credit Card# _____

*Credit Card# _____

** All checks must have cleared*

** All automatic transfers/online banking transactions must be stopped*

Thank you.

Signature

Date

Address: _____



Member Name: _____

Direct Deposit / Payment

If your employer offers **direct deposit**, you can arrange to have your paycheck electronically posted to your Cooperative Federal account by providing the following information to your payroll department. You may also provide this information to your utility company, cell phone provider, or other vendors in order to **pay bills by account transfer**.

1) ABA/Routing Number

Cooperative Federal has a unique 9-digit "Routing & Transit Number" listed below.

2 2 1 3 8 1 9 3 5

2) Account Number and Type of Account

You can use a checking or savings account for direct deposits and payments. There are limitations on the number of pre-authorized transactions* you can make with savings accounts, and the types of savings accounts you can use, so checking accounts are the most common choice. You may also be able to split your direct deposit, so that a portion goes to savings and a portion goes to checking. Be sure to let your payroll department or bill payee know whether you are using a SAVINGS or CHECKING account.

CHECKING ACCOUNT (14 digits): 1 2 6 3 _____

Your Cooperative Federal checking account has a 14-digit account number. This number also appears at the bottom of your checks. *This is NOT the same as your Debit Card Number.*

SAVINGS ACCOUNT (1 to 5 digits): _____

This option defaults to your primary savings account. If you want to use any other savings account, please contact Member Services at (315) 473-0220.

***IMPORTANT:** If you have already exceeded the maximum monthly number of pre-authorized transactions on your saving account, your automatic payment or deposit may be rejected. *Pre-authorized transactions include transfers made online and by phone.*

Member Signature: _____ Date: _____

★ If you receive other deposits, such as Social Security, retirement or pension checks, contact that group for instructions on changing the deposit to Cooperative Federal.

★ Members who have direct deposit can receive a 0.25% discount on loan rates when they sign up for automatic loan payments, for as long as their direct deposit with automatic payment continues. Ask our Loan Department for more information about this discount.



List all your debts and monthly payments:			
Loan or Debt	Creditor	Balance	Monthly Payment
Rent/ Mortgage		\$	\$
Auto Loan		\$	\$
Student Loan		\$	\$
Credit Card		\$	\$
Other:		\$	\$
Other:		\$	\$
Other:		\$	\$
TOTAL		\$	\$

If you 1) are a cosigner on any loan, 2) have filed for bankruptcy, 3) have any suits pending, judgments filed, alimony or support awards against you, 4) had any property repossessed, or 5) had credit denied in the last 6 months, explain on a separate sheet and attach. **If none of these apply to you, initial the box:**

X _____
Applicant Signature Date

X _____
Co-Applicant Signature Date

If you have any questions, or would like a copy of any disclosures or agreements, please contact our staff.

Eastside

723 Westcott Street
Syracuse NY 13210
Mon-Fri 10-6, Sat 10-1

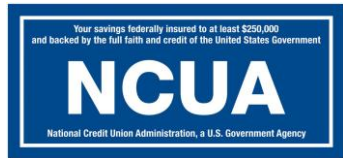
Southside

401 South Ave.
Syracuse NY 13208
Mon-Thurs 10-3, Fri 10-6

Northside

800 N. Salina St.
Syracuse, NY 13204
Mon-Fri 12-6

www.cooperativefederal.org
Phone: (315) 471-1116
Fax: (315) 476-0567



Cooperative Federal



VISA Debit Card

Using a debit card can be easier than carrying cash or using checks!

Benefits include:

- Direct Access to your Share Draft (Checking) Account
- Free ATM access at Sharenet ATMS
- Purchases itemized on your monthly Draft (Checking) statement
- *Common Cents*: Purchases generate “small change” for the credit union, which is shared with nonprofits in the community

Applying for a VISA Debit Card is easy!

1) You must be a credit union member with a Share Draft (Checking) Account. To become a credit union member and to open a draft account, come into any of our branches or call (315) 473-0220 to make an appointment.

2) Fill out the “**Debit Card Application**” on the next page. The application can be returned to one of our branches.

A Line of Credit protects you from overdraft mistakes!!

Just a few extra steps to apply for the **Line of Credit with your VISA Debit Card!**

1) Fill out your employment information

2) Fill out debt & monthly expense chart

Benefits of the Line of Credit with the VISA Debit Card:

- Line of Credit provides for Overdraft Protection, to help you avoid fees
- Great way for you build credit, as long as you pay on time

VISA Debit Card Application

With a VISA Debit card, funds are taken directly from your Draft Account (Checking). It works at ATMs, for in-store and online purchases, anywhere VISA credit (signature-based) transactions are accepted.

Electronic Fund Transfers Agreement and Disclosure. If an access card or Electronic Fund Transfer service is requested and provided, you acknowledge receipt of and agree to the terms of the Electronic Fund Transfers Agreement and Disclosure.

Print Applicant Name Account Number

Print Co-Applicant Name, if applicable

X

Applicant Signature Date

X

Co-Applicant Signature Date

Fees associated with a VISA Debit Card

The Cooperative Federal Fee Schedule can be found on our webpage at www.cooperativefederal.org.

Apply for a Line of Credit with your VISA Debit Card

I (we) agree to the terms in the *VISA Check Card Transaction Agreement and Disclosure*. I (we) authorize the credit union to verify or obtain information about my (our) creditworthiness, employment and account history, and to answer questions about Cooperative Federal’s credit and account experience with me (us).

Terms of our Line of Credit are explained in the Loanliner Open-End Plan credit agreement and Loanliner Addendum.

Print Name Account Number

Phone Number

Check if Joint Credit and Print Name of Co-Applicant


Your Employer & Work Phone #

Hire Date Income

Co-Applicant Employer & Phone #

Hire Date Income

Other Income & Source
Alimony, child support, and separate maintenance do not have to be revealed if you do not want us to consider them.

Please continue to the monthly payment chart on the back.... 



VISA CREDIT CARD APPLICATION

Syracuse Cooperative Federal Credit Union dba Cooperative Federal
 Mailing Address: 723 Westcott Street, Syracuse, NY 13210
 Phone: (315) – 473 – 0242 Fax: (315) – 476 – 0567

PRIMARY APPLICANT	
Name:	
Account number:	
Phone number:	
Employer:	
Position/Title:	Hire Date:
Employer phone:	
Gross monthly income from wages:	
Other income and source(s) such as alimony or child support, that you want us to consider:	
Rent/Mortgage payment:	

CO-APPLICANT	
Name:	
Account number:	
Phone number:	
Employer:	
Position/Title:	Hire Date:
Employer phone:	
Gross monthly income from wages:	
Other income and source(s) such as alimony or child support, that you want us to consider:	
Rent/Mortgage payment:	

Annual Percentage Rate (APR)	7.20% - 18.00 % *
Grace Period	25 Days
Balance Computation Method	Average Daily Balance (including new purchases)
Annual Fee	None
Minimum Finance Charge	\$1.00
Cash Advance Fee	\$15.00 at counter; \$0 at ATM
Late Payment Fee	\$25.00
Returned Check Fee	\$25.00

Your signature below grants the credit union a security interest in all shares you have in your individual and joint accounts with the credit union, with the exception of accounts that would lose special tax treatment under federal or state law if given as security such as Individual Retirement Accounts. You authorize the credit union to apply the balance in your individual or joint share accounts to pay any amounts due on your credit card account should you default.

_____ (Primary Applicant Signature) _____ (Date)

_____ (Co-Applicant Signature) _____ (Date)

You may transfer your balances from other credit cards to your new Cooperative Federal credit card, if approved. There is no balance transfer fee. There is space below for you to request up to three balance transfers – if you'd like to do more, please attach the additional information on a separate sheet of paper.

*The ANNUAL PERCENTAGE RATE is a variable rate that is based on the U.S. Prime Rate each month as published in the *Wall Street Journal* "Money Rates Table" on the first calendar day of each month, with a margin of 3.95%-15.95% added onto the Prime Rate depending on the member's creditworthiness. By signing below, you are confirming your application for credit from Syracuse Cooperative Federal Credit Union. You certify that all statements provided in the application are true to the extent of your knowledge and no relevant information has been omitted. If there are any changes, you will notify the credit union in writing immediately. All loan applications are subject to approval, and your signature below authorizes the credit union to verify the information you've provided and to obtain additional information by contacting third parties, such as your place of employment as well as credit reporting agencies. You understand that if your application is approved, use of the credit card sent to you will constitute acknowledgement of receipt and agreement to all the terms of the credit card Agreement.

BALANCE TRANSFER	Credit Card #1	Credit Card #2	Credit Card #3
Name of credit card company		Name of credit card company	Name of credit card company
Card is (circle): VISA / Mastercard / AmericanExpress / Other		Card is (circle): VISA / Mastercard / AmericanExpress / Other	Card is (circle): VISA / Mastercard / AmericanExpress / Other
Address of credit card company		Address of credit card company	Address of credit card company
Credit card number:		Credit card number:	Credit card number:
Transfer amount:	\$	Transfer amount:	\$