

# CU@work PARTNERSHIP AGREEMENT

Membership with Rivertown Community Federal Credit Union shall be provided at no cost to

\_\_\_\_\_ and its

Company / Organization Name

employees. We understand our employees shall pay any fees that other members must pay related to their share draft account, standard loan rates, bill payer, etc. We agree to endorse and promote membership in Rivertown Community Federal Credit Union as an employee benefit and a convenience for all employees. We further agree to:

- Provide each new employee with a brochure from Rivertown Community Federal Credit Union.
- Provide payroll deduction and /or direct deposit of partial and net pay and to also allow adequate processing time. Reach mutual agreement before revising or adjusting payroll deduction deposits.
- Designate one or more employees as an Ambassador to promote and assist other employees in using the services offered by Rivertown Community Federal Credit Union. Preferably the Ambassador will already be a credit union member and/or someone in the capacity to facilitate credit union membership. The Ambassador is a vital part of communicating the benefits of RCFCU membership. All materials from the credit union will be sent to their attention under good faith that they will be forwarded to the employees. The Ambassador shall maintain and distribute credit union literature and supplies at each site.
- Distribute credit union materials in or with employee payroll checks, or to employee homes at least four times a year.
- Agree to coordinate on-site visits by Rivertown Community Federal Credit Union staff at least two times per year to help educate employees on credit union membership benefits and promotional products and services. Prearranged on-site visits scheduled for mutually acceptable times through the credit union Ambassador and the Marketing Director of Rivertown Community Federal Credit Union.
- Provide Rivertown Community Federal Credit Union access to company bulletin boards or other appropriate area(s) to display credit union information.
- Notify RCFCU of any downsizing, major increases in staffing, a pending sale of the company, or other activities, which change the make-up of the company.

Rivertown Community Federal Credit Union will provide, at no cost to the company / organization, all necessary literature materials and perform the initial enrollment of credit union benefits to your employees. Rivertown Community Federal Credit Union agrees to encourage and promote thrift and the wise use of credit among the employees of the company. The credit union will extend high quality, efficient service and confidentiality to all company employees.

By signing, Employer requests access to credit union membership benefits offered by RCFCU. Employer agrees to support provide a complete list of all work location addresses and employee counts. This agreement shall be effective on the date listed below and shall remain in effect until cancelled. Either party may cancel this agreement at any time written notice to the Marketing Director at Rivertown CFCU.

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Employer / Organization Name

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Signature of Company CEO / Organization Officer

Date

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Printed Name

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Title

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Address

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City / State / Zip

e-Mail Address

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Telephone Number

Fax Number

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Nature of Business

Business Origination Date

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Number of Locations

Number of Employees

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To be completed by Rivertown Community Federal Credit Union

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Marketing Director

Date \_\_\_\_\_

SEG Number \_\_\_\_\_

## Ambassador / Payroll Contact Information

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Ambassador Contact

Title

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Phone Number

Fax Number

e-Mail Address

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Payroll Contact

Title

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Phone Number

Fax Number

e-Mail Address

**Pay Periods** (Check all that apply)

- |                                 |                                    |  |                                      |                                 |
|---------------------------------|------------------------------------|--|--------------------------------------|---------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday   | <input type="checkbox"/> Wednesday             | <input type="checkbox"/> Thursday    | <input type="checkbox"/> Friday |
| <input type="checkbox"/> 1st    | <input type="checkbox"/> 15th      | <input type="checkbox"/> last day of the month | <input type="checkbox"/> other _____ |                                 |
| <input type="checkbox"/> weekly | <input type="checkbox"/> bi-weekly | <input type="checkbox"/> semi-monthly          | <input type="checkbox"/> monthly     |                                 |

**Payroll Options**

Please select one of the following payroll options to be used each pay period

\_\_\_\_\_ ACH Processor Name \_\_\_\_\_

\_\_\_\_\_ Manual Check with member list

I understand payroll will post to the member's account only after Rivertown Community Federal Credit Union receives the payroll, in the above method of payment for the duration of our relationship. Should our company / organization anticipate a change in our payroll option or method of payment, I understand that I must notify the Marketing Department in writing.

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Signed

Title

Date



## Material / Event Order Form

As a way of introducing Rivertown Community Federal Credit Union to your employees we will provide the following materials to your company. Please check one or more of the items below and indicate the quantities where necessary.

### CU@work Orientation

1<sup>st</sup> time credit union presentation:

- At a company meeting
- During Shift changes
- Lunchroom availability

### On-Site Sign-ups

- Early morning before work
- Lunchroom
- After work

### Employee Information

- Posters - qty. \_\_\_\_\_
- Break room brochures - qty. \_\_\_\_\_
- CU information for New-Employee Packets - qty. \_\_\_\_\_
- Direct mail piece to employee
- Special offers & promotions
- Notification of events
- Payroll Inserts - qty. \_\_\_\_\_
- Direct Deposit - qty. \_\_\_\_\_

### Newsletter

- Copies for break room - qty. \_\_\_\_\_

Article for your newsletter

- Hardcopy
- E-mail

### Company Events

- Benefits Fair
- Annual Meetings
- Special Events

### Financial Planning and Investments

- Home Buying
- Car buying
- Credit Issues
- Identity theft
- Financial Planning
- Getting your first loan
- Balance a checking account
- How to improve your credit score
- Financial products
- Student Loans

### Other

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Fax - 616.534.3597 Attn: Marketing

Mail – CU@work, P.O. Box 249, Grandville, MI 49468

e-Mail – info@rivertowncu.org