



Offering the services of RTN Federal Credit Union

Qualifications

The services of RTN Federal Credit Union can be made available to your organization in accordance with the *Federal Credit Union Act* provided:

- ▶ you are acting on behalf of your business, employees, students or members of a fraternal or service organization (for example, a Rotary Club, Elks Lodge or school parents association)
- ▶ the location(s) you are requesting service availability for is within 25 miles of a full-service RTN Federal Credit Union office (visit us at www.rtn.org/hours.htm for a list of our branches)
- ▶ you are requesting service availability for less than 3,000 employees, students or members of your organization (see below if more than this level)

Affiliating with RTN Federal Credit Union

In order to make our services available, please:

- print out (or copy/enter in a word processing program) the letter on page two
- fill in the required information
- print or photocopy the letter on your organization's letterhead and signed by an authorized individual
- using page three, fax it to the Marketing Department using the cover sheet on page three
- If you are applying for an account for a DBA (doing business as) entity, please include a copy of your business certificate
- If you are applying for an account for a company, partnership, etc., please provide a copy of the partnership agreement or articles of incorporation indicating the existence of the organization and a board resolution indicating those authorized to transact business on the account
- If you are requesting service availability for members of an organization, for example, a union, a trade association, or a fraternal or service organization, please include a copy of your by-laws and proof of the entity's existence
- Once the affiliation request is received, it will be submitted to the National Credit Union Administration (NCUA), the Credit Union's regulator, for approval
- Approval is usually granted within minutes over the Internet but could take a few days
- Once approved, you will be contacted by a Marketing Department team member to develop plans to roll this exciting new benefit out to your employees

For further information, and/or if your organization is requesting service availability for more than 3,000 individuals, please contact any of the following Marketing Department team members:

<p>Joseph Connors Vice President, Marketing (781) 736-9850 • 1-800-338-0221, ext. 9850 (781) 736-9928 fax • jconnors@rtn.org</p>	<p>Millie Zayas Vice President, Member and Business Development (781) 736-9854 • 1-800-338-0221, ext. 9854 (781) 736-9928 fax • mzayas@rtn.org</p>
<p>Thomas Weikle Director of Communications (781) 736-9830 • 1-800-338-0221, ext. 9830 (781) 736-9928 fax • tweikle@rtn.org</p>	<p>Paul Devoe Marketing Specialist (781) 736-9960 • 1-800-338-0221, ext. 9960 (781) 736-9928 fax • pdevoe@rtn.org</p>
<p>Kelly Donovan Business Development Officer (781) 736-9832 • 1-800-338-0221, ext. 9832 (781) 736-9928 fax • kdonovan@rtn.org</p>	

Date:

Mr. Richard E. Wright
Treasurer and Chief Executive Officer
RTN Federal Credit Union
600 Main Street
Waltham, Massachusetts 02452-5537

Dear Mr. Wright:

I am writing to request your consideration that the _____ employees/students/members of this organization and the organization itself be added to the list of select groups eligible for membership in RTN Federal Credit Union. Given that your full-service office in _____ *[insert the city name of the closest RTN Federal Credit Union office]* is less than _____ *[insert number]* miles from our office, your services would be very convenient.

Please call me at _____ *[insert telephone number]* if you need more information. I look forward to hearing from you.

Sincerely,

FACSIMILE TRANSMISSION

Date: _____

To: Joseph Connors, Vice President, Marketing
Millie Zayas, Vice President, Member and Business Development
Thomas Weikle, Director of Communications
Paul Devoe, Marketing Specialist
Kelly Donovan, Business Development Officer

RTN Federal Credit Union

Fax: (781) 736-9928

Pages: Two

From: Name: _____

Organization: _____

Telephone: _____

Please see the accompanying sponsor affiliation request.

Thank you.