

## **HOW TO BECOME A SELECT EMPLOYEE OR ORGANIZATION GROUP AFFILIATE**

To offer credit union membership to your employees/members, please send a copy of the membership request letter below, on your company letterhead to the Credit Union. Both the Police and Fire Federal Credit Union board of directors and the National Credit Union Administration will review this letter for approval as a Select Employee Group. A Business Development representative from the credit union will contact you to schedule enrollment sessions for your employees/members, once your group has been approved.

### **SAMPLE LETTER** (on your company letterhead)

Date

Vice President  
Business Development  
Police and Fire Federal Credit Union  
901 Arch Street  
Philadelphia, PA 19107

Dear \_\_\_\_\_:

On behalf of *your company or organization's name*), I would like to request Credit Union membership for our *(total number of employees or members)* employees/members. Our legal name is *(your company or organization's legal name)* and our organization was founded/formed on *(date)*. We currently do not offer our employees/members membership in any other credit union.

We are located at *(your complete address including city state and zip code)*, which is within 1.5miles of the nearest Police and Fire Federal Credit Union branch office at 3338 South Broad Street, Philadelphia, PA.

For those employees who request it, we will provide Direct Deposit and/or Payroll Deduction to their Credit Union account. *(This sentence is optional)*

Thank you for your consideration in this matter. We look forward to offering our staff the many benefits of membership in Police and Fire Federal Credit Union.

Sincerely,

Name  
Title