



**HOW TO OFFER FREE GPOFCU
BENEFITS TO YOUR EMPLOYEES!**
IMPORTANT INFORMATION ON BECOMING A SPONSOR GROUP
OF GPO FEDERAL CREDIT UNION

Just complete these 3 simple steps to apply:

1. Prepare a letter requesting that GPO Federal Credit Union provide credit union services to your employees. Use the sample letter below.
2. Complete a Sponsor Group Application. *(All information is confidential, for credit union evaluation only.)*
3. SEND the Application and Letter [*and if your company is less than 2 years old, a copy of the most recent financial statement*] to:

Mr. Timothy Anderson, President/CEO
GPO Federal Credit Union
PO Box 77119, Washington, DC 20013-7119
202-289-1790 (Fax)
OR FAX TO: Janet Miles at: JMiles@gpofcu.org
OR E-MAIL TO:

[Print letter on your COMPANY LETTERHEAD or send wording via official COMPANY E-MAIL]

[DATE]

SAMPLE LETTER

Mr. Timothy Anderson
President/CEO
GPO Federal Credit Union
PO Box 77119
Washington, DC 20013-7119

Dear Mr. Anderson:

We are requesting that the employees of (*your company name*) be offered membership in the Government Printing Office (GPO) Federal Credit Union.

There are (XXX) employees of (*company name*) who work in, or are supervised from or paid from (*city & state*). Our offices in (*city & state*) are located (XX) miles from your Washington, DC headquarters branch at GPO, 732 N. Capitol Street, NW.

If available, we will offer employees the opportunity for direct deposit or payroll deduction to their GPOFCU account(s). We will promote the benefit of credit union membership to current and new employees.

Sincerely,

Name/Signature of Authorized Company Official



SPONSOR GROUP APPLICATION

[ALL INFORMATION PROVIDED IS CONFIDENTIAL, FOR CREDIT UNION USE ONLY]

PLEASE SEND THIS COMPLETED FORM, WITH A LETTER REQUESTING GPOFCU EMPLOYEE BENEFITS, TO:

MAIL:

Mr. Timothy Anderson, President/CEO
GPO Federal Credit Union
PO Box 77119
Washington, DC 20013-7119

FAX: 202-289-1790

or **SCAN and EMAIL TO: Janet Miles, jmiles@gpofcu.org**

Official Company/Organization Name: _____

Physical Address: _____

Mailing Address: _____

Website: _____ Date Founded: _____

Briefly Describe Company Business: _____

Company Liaison (person coordinating credit union benefit for company/organization):

The **Company Liaison** provides benefits information to your employees about GPOFCU. This person is the primary contact with credit union representatives who are available to attend employee meetings, new-hire orientations, benefits fairs and lunchroom visits, and supply credit union enrollment materials and brochures.

Name _____ Title _____

Phone: _____ Fax: _____ Email: _____

HR/Employee Benefits Contact (if different from Liaison): _____

Phone: _____ Fax: _____ Email: _____

Payroll Contact: _____ Title _____

Phone: _____ Fax: _____ Email: _____

Employee Information:

This **Employee Information** is not required, but will help GPOFCU in designing the most relevant benefits and services for your employees. *(please answer to the best of your ability; estimates are fine)*

Number of full time employees: _____ Average employee age: _____ Avg entry level income: \$ _____

Number of employees by length of service:

Less than 1 year _____ 1-5 years _____ 5-10 years _____ 10+ years _____

Number of employees in the salary breakdowns as follows:

Less than \$50,000 _____; \$50,000 - \$100,000 _____; \$100,000 - \$200,000 _____; more than \$200,000 _____

Do you currently offer direct deposit for employee payroll? YES _____ NO _____

How may GPOFCU deliver Credit Union services to your employees?

- _____ On-site New Benefit Orientation
- _____ Financial education/lunch & learn sessions, etc. presented on-site by Credit Union representatives
- _____ Credit Union information for employee bulletin boards
- _____ Employee email list provided to GPOFCU (confidential benefits information delivery only)
- _____ Benefits information forwarded via email to employees by College Summit
- _____ Create a link to GPOFCU's web site from your organization's web site
- _____ Other _____

Why are you interested in adding GPOFCU services to your benefits package at this time?

Does your organization currently offer another credit union to your employees? If so, which one(s)?

What other financial institutions currently offer specials or discounts to your employees?

What types of specials or discounts do the above financial institutions offer?

Person completing this Sponsor Application: _____ Title: _____

Signature

Date

(If emailing this form, please sign and scan to send).



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www.gpofcu.org