



Thank you for choosing OU Federal Credit Union for your financial needs! We look forward to building our relationship with you and meeting the needs of your student organization.

OU Federal Credit Union now offers free online banking through our online portal, online banking, as well as free VISA ATM/Debit cards*, checks**, free Bill Pay, and free E-Statements for our Student Organization Accounts. There are no minimum balance or maintenance fees for any OU Federal Credit Union account; only a \$5 deposit at account opening into the savings portion of the account for membership with OU Federal Credit Union.

Each account held with OU Federal Credit Union is required to maintain the \$5 savings portion. Adding a checking account is optional and at the discretion of each Student Organization. We require each Student Organization Account to have an advisor in addition to its authorized signers. Typically the advisor is the sponsor and the authorized signers are the student officers for the organization. The account advisor is the person legally responsible for this account.

Included in this packet are checklists of the documentation and/or materials we require from all OU Student Organizations for various requests. Retain this packet for future reference or obtain a new packet from www.oufcu.com. Please feel free to contact us if you have any questions about your account, the process or the services you're eligible for.

Thank you,
OU Federal Credit Union

*Limit one card per Student Organization Account. It is recommended the Student Organization enforces dual control procedures for ATM/Debit cards to ensure no wrongdoing or fraud. Chargeback rights are limited for Student Organizations for ATM/Debit cards issued by OUFCU. Only chargeback cases in which reason for dispute is double charge, incorrect amount, or cancellation and can be proven with documentation will be accepted for dispute.

**OU Federal Credit Union cannot be responsible for ensuring dual-signatures on checks. If the organization bylaws require dual- signature checks, we can only order them if an official letter is provided absolving OU Federal Credit Union from all responsibility for verifying two signatures are present on dual-signature checks.



Below is a checklist of things to consider and provide to OU Federal Credit Union when opening a Student Organization Account. The items listed below must be provided to OU Federal Credit Union before any person can be added to the account.

- A deposit of \$5 is required at account opening and must be maintained for the life of the account.
- On your Student Organization's letterhead, or the departmental letterhead the organization uses for its official correspondence, OU Federal Credit Union must have the following:
 - Statement requesting to open an account at OU Federal Credit Union
 - The Student Organization's Tax ID number (this cannot be The University of Oklahoma's Tax ID number)
 - Names of the authorized signers to be on the account
 - Signature of the advisor for the Student Organization
 - Mailing address and contact telephone number
 - Statement of awareness of chargeback right limitations for ATM/Debit cards issued to Student Organization Accounts* (Summary of details can be found in the Letter to Student Organizations, details can be found in OU Federal Credit Union's Electronic Funds Transfer Disclosure)
 - Statement absolving OU Federal Credit Union from verifying dual signatures on checks** (Details can be found in the Letter to Student Organizations)

The advisor(s) and authorized signers will need to bring one (1) Class A ID into any branch (i.e. driver's license or US passport).

The advisor(s) and authorized signers will also need to provide his or her SSN and signature.

If you would like a Visa® Debit/ATM Card, complete an ATM/Debit Card Order Form (Student Organization Edition) and return it to OU Federal Credit Union by fax, scan and email, or in person. Find it on the Student Organization page of www.oufcu.com or at any branch location. This form must be signed by the Student Organization's advisor that we have on file.

If you need to order checks, complete a Check Order Form and return it to OU Federal Credit Union by fax, scan and email, or in person. You can find all forms on the Student Organization page of www.oufcu.com or at any branch location. This form must be signed by the Student Organization's advisor that is on file.

Be sure to complete your online banking application so you can stay on top of your organization's finances electronically through our mobile app!

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