



## Becoming a member of Jafari No-Interest Credit Union (CU)

Please [click](#) here to get an overview of the CU fees and the services offered by the CU.

You must meet the eligibility requirements of the CU's Field of Membership to join the CU or you must be a family member of an existing CU member. Please see [Who Can Join](#) for details.

The process to open a new account involves several steps but these are necessary to ensure the CU meets all regulatory requirements for opening a new member account.

The following steps are required to become a member. Each step is described in detail later.

- A. Review CU Account Agreement, Disclosures and Notices
- B. Complete the CU Account Card
- C. Complete the CU Volunteer Fees Form, if applicable
- D. Complete the CU ACH Authorization Form, if applicable
- E. Submit ID copies and other documents to the CU Houston office
- F. Receive confirmation from the CU

To open an account you can visit the CU's office in Houston in person, securely upload your documents to the CU Houston via a ShareFile link emailed to you by the CU, or mail the documents. However, in all cases, either someone in the CU Houston office or the CU Representative (CU Rep) for your city must inspect the IDs for each person applying to become a member of the CU.

Please contact the CU if you have any questions. [Contact information](#) is available on the CU website, JafariCU.com.

### A. Review CU Account Agreement, Disclosures and Notices

Please review the following agreements, disclosures and notice(s). You can click on each of the links below. Please print (or electronically save) each document for your personal records.

1. [Membership And Account Agreement](#)
2. [Truth-In-Savings Disclosure](#) (this includes the CU's Schedule of Fees)
3. [Funds Availability Policy Disclosure](#)
4. [Electronic Funds Transfer Agreement](#)
5. [Privacy Policy Disclosure](#)
6. [Member Identity Verification Notice](#)

### B. Complete the CU Account Card

You must fill out the account card. Below is a link to the PDF version of the Account Card.

[Account Card](#)



You can print out the Account Card form and fill out by hand or you can fill out most of the form on your computer and then print it for signature/initials. **NOTE:** If you have to make any corrections please use a new form. A form that has any hand corrections cannot be accepted.

All information must be clearly readable. When providing names of individuals please provide the full name. If filling out by hand please use a **black** or **dark blue** pen to ensure the writing is visible.

Below are some notes for filling out the Account Card. Please fill out the information indicated – *leave everything else blank*. Please contact a credit union staff member if you have any questions.

Section **MEMBER APPLICATION AND OWNERSHIP INFORMATION**

- a. Fill out Member/Owner (Your Name), Street Address, City/State, Zip, Home Phone. You can provide your home phone and/or your cell phone.
- b. Fill out SSN (Social Security Number), Driver's Lic No, Date of Birth. Leave Driver's Lic No blank if you don't have a driver's license.

Section **ACCOUNT OWNERSHIP SELECTION**

- a. **NOTE:** If you are filling out the PDF document on your computer please fill this out after you print the form.
- b. If opening a Joint account (2 people on the account), both people must **initial** the line "JOINT MULTIPLE PARTY ACCOUNT WITH RIGHT OF SURVIVORSHIP AND PAYABLE ON DEATH (POD) DESIGNATION".
- c. If opening a Single account, please **initial** the line "SINGLE PARTY ACCOUNT WITH PAYABLE ON DEATH (POD) DESIGNATION."

Section **JOINT MULTIPLE PARTY ACCOUNT INFORMATION**

- a. If opening a Joint account (2 people on the account), fill out Joint Owner (Name of second person), Street Address, City/State, Zip, Home Phone. You can provide your home phone and/or your cell phone.
- b. Fill out SSN (Social Security Number), Driver's Lic No, Date of Birth. Leave Driver's Lic No blank if you don't have a driver's license.
- c. **NOTE:** The credit union allows only 2 people per Account

Section **ACCOUNT TYPE**

- a. Check the "Share/Savings" box

Section **ACCOUNT SERVICES**

- a. Check the "Payroll Deduction/Direct Deposit" box.  
Note: Checking this box allows you to use your account for direct deposit and withdrawals – you are not obligated or required to use this service.
- b. Check "PC Access/Internet Banking" box.



Section **POD BENEFICIARIES**

- a. Your account balance will be paid to your beneficiaries on your death. Please fill out the “Name of Beneficiary and “Identifying Information” for each beneficiary. For “Identifying Information” you may enter the beneficiary’s relationship with you (e.g. your child, spouse, etc.) or their ID Type and Number (e.g. Texas Drivers Lic XXXXXXXX). Please provide the full name of each beneficiary.

Next, please **PRINT** out both pages of the Account Card.

Section **ACCOUNT OWNERSHIP SELECTION** - on Page 1

- a. If opening a Joint account (2 people on the account), both people must **initial** the line "JOINT MULTIPLE PARTY ACCOUNT WITH RIGHT OF SURVIVORSHIP AND PAYABLE ON DEATH (POD) DESIGNATION".
- b. If opening a Single account, please **initial** the line "SINGLE PARTY ACCOUNT WITH PAYABLE ON DEATH (POD) DESIGNATION."

Section **AUTHORIZATION** (on Page 2)

- a. Sign and write today’s date.
- b. If opening a Joint account, the second person must also sign and write today’s date on the second line

**C. Complete the CU Volunteer Fees Form, if applicable**

Volunteer Fees are used to help the CU meet its expenses and Net Worth (capital) requirements. Paying any Voluntary Fees is **optional**.

The CU’s \$3/month Account Maintenance Fee does not cover the CU’s expenses and Net Worth requirements. Please review the general information as well the CU’s Volunteer Fees Policy below and consider paying Volunteer Fees to help the CU meet its requirements. Anyone paying any Volunteer Fees can stop paying these fees at any time. The Regular Lending Voluntary Fee is refundable in certain circumstances – please read the details below.

[Voluntary Fees General Information](#)

[Voluntary Fees Policy](#)

You must fill out the Volunteer Fees form if you decide to pay any Voluntary Fees. Below is a link to the PDF version of the Volunteer Fees Form.

[Volunteer Fees Form](#)

You can print out the form and fill out by hand or you can fill out most of the form on your computer and then print it for signature. **NOTE:** If you have to make any corrections please use a new form. A form that has any hand corrections cannot be accepted.

All information must be clearly readable. When providing names of individuals please provide the full name.



Below are instructions for filling out the Volunteer Fees form. Please contact a credit union staff member if you have any questions.

Section **VOLUNTARY FEE**

- a. Net Worth Program Fee: If you decide to pay this fee, please write **7** in the \$\_\_\_/Month in the AMOUNT column. Otherwise, write 0 (zero).
- b. Regular Lending Program Fee: If you decide to pay this fee, please write the monthly amount in the \$\_\_\_/Month in the AMOUNT column. Otherwise, write 0 (zero).
- c. Financial Hardship Loan Program Fee: Write 0 (zero) in the \$\_\_\_/Month in the AMOUNT column. The CU has not started this program yet.
- d. Start Month/Year: Write the month/year that you want to start paying the Voluntary Fees. For example, "June 2016".
- e. End Month/Year: If you want pay for a fixed number of months, write the month/year that you want to stop paying the fees. If you want to pay monthly until you decide to cancel any time in the future please write "No End Month". Note: You can stop paying the Voluntary Fee any time in the future.
- f. CU Member Name: Write your Full Name
- g. Date of Authorization: Write today's date
- h. Member Number: If you are an existing member please write your CU Member Number.

Next, please **PRINT** the form and sign it – see "Member Signature".

**D. Complete the ACH Authorization Form, if applicable**

The ACH Authorization Form gives the CU permission to withdraw money from your account at another financial institution or to send funds to your account at another financial institution. For example, the CU can withdraw funds from your Wells Fargo account and send funds to your Wells Fargo account.

An ACH Authorization Form is required in the following circumstances:

1. If you are sending your documents to the CU by electronically uploading your documents or by mail, you must fill out the ACH form to authorize the CU to withdraw the funds for your initial deposit.
2. If you are paying any Volunteer Fees and you want the CU to deduct this amount monthly from your account at another financial institution.
3. If you want to transfer a certain amount monthly to the CU, to add to your CU deposit balance.
4. If you want the CU to send your CU funds to your account at another financial institution via ACH.

You can terminate your ACH Authorization as described in the form.

Below is a link to the PDF version of the ACH Authorization Form.

[ACH Authorization Form](#)

You can print out the form and fill out by hand or you can fill out most of the form on your computer and then print it for signature. **NOTE:** If you have to make any corrections please use a new form. A form that has any hand corrections cannot be accepted.



All information must be clearly readable. When providing names of individuals please provide the full name.

Below are instructions for filling out the ACH Authorization Form. Please contact a credit union staff member if you have any questions.

- a. INSTITUTION: The name of your bank/credit union
- b. Routing Number: This is available on your checks or you can get it from your financial institution by calling them or from their website.
- c. Account Number: Your account number at the financial institution. This is available on your checks or your monthly statements.
- d. Checking/Savings: Please check the box that shows the type of your account.
- e. CU Member Number: If you are an existing member please write your CU Member Number.
- f. One-time Payment Amount: Enter the amount that you authorize the CU to deduct one time only.
  - (1) If opening a new account you can use this to make your initial deposit at the CU.
  - (2) You can use this for making a one-time donation or for paying any lump-sum Voluntary Fee.

Enter 0 (zero) if you don't want the CU to deduct any one-time amount.

- g. **Recurring Monthly Payment Amount:** The CU will deduct this amount monthly, around the 20<sup>th</sup> of each month. Write the monthly amount. Write 0 (zero) if you don't want a monthly deduction.
  - (1) If you are paying any Voluntary Fees and want the CU to deduct this amount monthly, please write 7 or your "Regular Lending Program Fee" amount, whichever is higher.
  - (2) If you want the CU to deduct funds and deposit them into your CU account, please write the amount.
- h. Purpose of Payment: Write or select the Purpose of Payment. In most cases this should be "Deposit Funds into CU Account".
- i. Start Date. Required if you are authorizing Monthly Payments. Write the date you want the deductions to start. Note that the CU deducts funds around the 20<sup>th</sup> of each month.
- j. End Date. Required if you are authorizing Monthly Payments. If you want pay for a fixed number of months, write the date you want to stop the monthly deductions. If you want to pay monthly until you decide to cancel any time in the future please write "No End Date". Note: You can terminate the ACH Authorization any time in the future.
- k. ACH On Demand: This allows you to authorize the CU, upon your request in the future, to transfer funds from your CU account to your account in this INSTITUTION or transfer funds from your account at the INSTITUTION to your CU account. Initial one or both items if you want to provide this authorization to the CU.
- l. Account Holder's Name: The name on the account at the financial institution.
- m. Date: Write today's date

Next, please **PRINT** the form and sign it – see "Signature".

#### **E. Submit ID copies and other documents to the CU Houston Office**

The CU requires two forms of IDs.

1. A state-issued photo ID. Examples: A state-issued Driver's License or ID card, a US Passport.



2. Also, the same ID or some other ID or document can be used to show proof of US citizenship or residency: U.S. Passport, Voter Registration Card, Certificate of Citizenship, Certificate of Naturalization, Permanent Resident Card or Alien Registration Receipt Card (Form I-551), Social Security Card with no qualification text (e.g. Qualification text: Not Valid for Employment), original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal.

The CU also requires proof that you have an existing U.S. bank or credit union account. For joint accounts, only one person must meet this requirement. This requirement is met if you are filling out the CU ACH Authorization Form. Also, if you will be opening the account in person at the Houston office your check for your initial deposit is sufficient.

If you will be opening the account in person at the Houston office the CU staff member will make a copies of your IDs/documents. If you will be submitting your documents electronically or by mail, the CU Representative (CU Rep) for your city must validate your IDs in person:

1. Please arrange to the CU Rep in person. Please contact the CU for this information.
2. The CU Rep will review your actual ID(s) and call the CU Houston office to provide the Name, ID Number and Date of Birth (if available) for each ID.

***Please ensure you don't leave any IDs with the CU Rep.*** If opening the account in person at the CU Houston office, ***please ensure you don't leave any IDs behind.***

#### **F. Receive confirmation from the CU Houston office**

The CU Main Office in Houston will review your documents and contact you if anything is missing or if there are any questions. Your account cannot be opened if there is anything missing. The CU Main Office will provide you with your CU Member Number and instructions to access your account on the CU website.