

NEW BUSINESS/ORGANIZATION ACCOUNT CHECK LIST

- [] Determine if the Organization or Business meets Membership Eligibility.

Refer to MECH department Field help screen for a list of Employee groups.

Sole Proprietor: the owner of the business must be in the field of membership.

Partnership: Autism Society, existing SEG, approved as a new SEG.

Corporation: Autism Society, existing SEG, approved as a new SEG.

Limited Liability: Autism Society, existing SEG, approved as a new SEG.

Organization: Autism Society, existing SEG, approved as a new SEG.

- [] Provide a copy of the Disclosure Manual.

Make sure the new business/organization member understands that there may be fees associated with the account, which is explained in the brochure.

- [] Provide a Business Member Account Schedule of Products and Fees.

- [] Have a Member Business Account Application completed and signed.

Obtain a copy of identification for the signer(s) on the application.

- [] Have a Resolution form completed and signed.

Obtain a copy of identification of signer(s) on resolution if different than the signer(s) on the Member Business Application.

- [] Obtain verification that a business is a viable entity.

Sole Proprietor: copy of current tax return or copy of business registration

Partnership: copy of partnership agreement

Corporation: copy of Articles of Incorporation or Certificate of Existence.

Limited Liability: copy of Articles of Organization or Certificate of Existence.

Organization: meeting minutes or a letter from the president on letterhead authorizing the account to be opened and assigning authority.

- [] Obtain Employer Identification Number (EIN).

A sole proprietor can either use their personal TIN or the EIN of the business.

- [] Obtain minimum deposit of \$5.

- [] If eligible thru the Autism Society, obtain the Autism membership fee of \$5. Use the SHFE command with the "AS" F&T code to transfer the funds to the designated GL.

- [] If a checking account is requested, order checks and obtain deposit for amount of check order.

**Southeast Financial Credit Union
Authority for Unincorporated Association or
Similar Organization to Maintain Deposit Accounts**

(Name of Organization)

Held a duly authorized and properly called meeting on

_____ at _____,
(date) (address)

A quorum being present. The establishment of deposit accounts at Southeast Financial Credit Union in the name of _____, by any of the below named persons was authorized with any _____ (number) of them being authorized to withdraw any funds in the accounts at any time, whether payable to the signer(s) thereof or otherwise.

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____

Said Credit Union shall be fully protected in dealings with the individuals as herein designated until notified in writing by the undersigned or his or her successor in office (upon proof of his or her election satisfactory to the Credit Union). The authorized signature of each of the individuals named herein has been or will be filed with the Credit Union on an account application and upon such filing, the terms printed upon such application or accompanying disclosure shall be automatically incorporated herein by reference. Signed this _____ day of _____, 20_____.

Countersigned

Secretary (Clerk)

Southeast Financial Credit Union Member Business Account Application



Section 1: Please indicate the type(s) of account(s) you wish to open/change:

- Share Savings
 Share Draft
 Money Market
 Share Certificate
 PAL/e-PAL

Section 2: Membership Eligibility: _____

Section 3: Business/Entity Information

Business Name _____ EIN/TIN _____
 Business Address _____ E-Mail Address _____
 Suite # _____ City _____ Date of Incorporation/Organization _____
 State/Zip _____ Type of Business _____
 Mailing Address (if different) _____
 Business Phone _____ Number of Employees _____
 Business Fax _____

Section 4: TIN Certification, Backup Withholding Information, and Citizenship

- I am subject to backup withholding
 Exempt

By signing below, I certify, in accordance with the IRS W-9 instructions provided by the Credit Union and under penalties of perjury, that the Employer Identification Number (EIN)/Taxpayer Identification Number (TIN) shown is the correct identification number and that I am **not**, unless designated above, subject to backup withholding as a result of a failure to report all dividends or interest, or because the IRS has notified me that I am no longer subject to backup withholding. Furthermore, my signature certifies that I am a U.S. Person, including a U.S. Resident Alien.

Authorized Signature _____ Date _____

Section 5: Account Benefits

- VISA® Check Card
 ATM Card
 Overdraft Protection
 Other _____

Section 6: Account Ownership

- Sole Proprietor
 L.L.C.
 Partnership
 Corporation
 Association

Authorized Signer's Personal Information (Please include a valid Driver's License copy for all signers.)

Name 1 _____	Name 2 _____
Address _____	Address _____
City/State/Zip _____	City/State/Zip _____
SS# _____ Date of Birth _____	SS# _____ Date of Birth _____
Wk Phone () _____ Hm Phone () _____	Wk Phone () _____ Hm Phone () _____
Driver's License #/State _____	Driver's License #/State _____
Mother's Maiden Name _____	Mother's Maiden Name _____

Name 3 _____	Name 4 _____
Address _____	Address _____
City/State/Zip _____	City/State/Zip _____
SS# _____ Date of Birth _____	SS# _____ Date of Birth _____
Wk Phone () _____ Hm Phone () _____	Wk Phone () _____ Hm Phone () _____
Driver's License #/State _____	Driver's License #/State _____
Mother's Maiden Name _____	Mother's Maiden Name _____

Section 7: Authorization

By signing below, you agree jointly and severally to the terms and conditions of the Membership and Account Agreement, Truth-in-Savings Product and Fee Schedule, Funds Availability Policy Disclosure, if applicable, and to any amendment the Credit Union makes from time to time, which are incorporated herein. You acknowledge receipt of a copy of the Agreement and Disclosures applicable to the accounts and benefits requested herein. If an access card or EFT service is requested and provided, you agree not to use the card(s) until you have read and understand the agreement governing its use. You authorize Southeast Financial Credit Union to request and obtain one or more credit reports about you from one or more credit reporting agencies for the purpose of considering your application for the Account, reviewing or collecting any Account opened for you, or for any other legitimate business purpose. You authorize Southeast Financial Credit Union to disclose information about your account to a credit reporting agency if your account is closed because you have abused it. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Authorized Signer _____ Date _____

Authorized Signer _____ Date _____

For Credit Union Use Only:

Membership Verification _____ Processed Date _____ Credit Score _____

Check Verification _____ Opened/Changed by _____ Account Number _____

PRODUCT SCHEDULE

The products, fees, and terms applicable to your account at Southeast Financial Credit Union are provided in this Schedule of Products and Fees. The Credit Union may, at various times, offer other products.

DIVIDENDS	Dividends Compounded	Dividends Credited	Dividend Period	Balance Requirements: Minimum Opening Deposit	Minimum Balance to Earn Stated APY*	Balance Method
Membership Shares	Quarterly	Quarterly	Calendar Quarter	\$5.00	\$5.00	Daily Balance
Regular Shares	Quarterly	Quarterly	Calendar Quarter	\$0	\$0.01	Daily Balance
Money Market	Monthly	Monthly	Calendar Month	\$2,500	\$2,500	Daily Balance
Christmas Club	Monthly	Monthly	Calendar Month	\$0	\$0.01	Daily Balance
Share Draft	Quarterly	Quarterly	Calendar Quarter	\$0	\$5,000	Daily Balance
Club Checking	Quarterly	Quarterly	Calendar Quarter	\$0	\$0.01	Daily Balance
Silver Plus Checking	Monthly	Monthly	Calendar Month	\$0	\$500	Daily Balance
LifeTools Checking	N/A	N/A	N/A	\$0	N/A	N/A
Basic Business Account	N/A	N/A	N/A	\$5.00	N/A	N/A
Business Analysis Account	N/A	*Earnings Credit	N/A	\$5.00	N/A	N/A

* A monthly earnings credit (if applicable) will be applied to account to offset a portion of fees. Any excess earnings credit will not be passed to the account.

Share & IRA Certificate Accounts	Minimum Opening Deposit	Dividends Compounded	Dividends Credited	Dividend Period	Additional Deposits	Withdrawals	Renewable
90-Day** Certificate	\$500	Monthly	Monthly	Calendar Month	N/A	Allowed with Penalty	Automatic
6-Month Certificate	\$500	Monthly	Monthly	Calendar Month	N/A	Allowed with Penalty	Automatic
Dreambuilder 6-Month Certificate	\$100	Monthly	Monthly	Calendar Month	N/A	Allowed with Penalty	Automatic
12-Month Certificate	\$500	Monthly	Monthly	Calendar Month	N/A	Allowed with Penalty	Automatic
18-Month Certificate	\$500	Monthly	Monthly	Calendar Month	N/A	Allowed with Penalty	Automatic
2-Year Certificate	\$500	Monthly	Monthly	Calendar Month	N/A	Allowed with Penalty	Automatic
30-Month Certificate	\$500	Monthly	Monthly	Calendar Month	N/A	Allowed with Penalty	Automatic
3-Year Certificate	\$500	Monthly	Monthly	Calendar Month	N/A	Allowed with Penalty	Automatic
4-Year Certificate	\$500	Monthly	Monthly	Calendar Month	N/A	Allowed with Penalty	Automatic
5-Year Certificate	\$500	Monthly	Monthly	Calendar Month	N/A	Allowed with Penalty	Automatic
IRA Accumulation	\$1.00	Monthly	Monthly	Calendar Month	Yes	No Penalty***	N/A

** 90-Day Certificate not applicable for IRA Certificate Account. *** No penalty assessed by the Credit Union. IRS penalties may apply. Consult your tax advisor.



Southeast Financial Credit Union

A Strong Foundation For Your Financial Future



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Schedule of Products and Fees

FEE SCHEDULE

Share/Share Draft Account Fees

NSF Fee.....	\$32.00 per item
Stop Payment Fee.....	\$32.00 per item
Overdraft Protection Transfer Fee.....	\$7.50 per occurrence
Share Draft Printing Fee.....	(varies with style & quantity ordered)
Draft Copy Fee.....	\$3.00 per copy
Club Checking Account.....	\$8.00 per month

Other Service Fees (Applicable to All Accounts)

Account Research Fee.....	\$20.00 per hour
Statement Copy Fee.....	\$3.00 per page
Wire Transfer (Foreign).....	\$55.00 per transfer
Wire Transfer (Domestic).....	\$17.00 per transfer
VISA® Travel/Money Card Issue (Travelers Checks No Longer Offered).....	\$8.95
VISA® Travel/Money Card Reload Fee.....	\$3.95 each reload (unlimited)
Foreign Check Processing Fee.....	(varies based on item)
Money Order.....	\$2.00 each
Gift Card.....	\$2.50 each (additional fees apply if purchased online)
Safe Deposit Boxes (select locations only).....	\$3.00 per month (varies depending on size)
Single Service Fee.....	\$5.00 per month
(Membership/Share account balance under \$50 at any time during the month with no additional services)	
Dormant Account Fee.....	\$15.00 per check
(6 months no activity & balance under \$100 with no additional services)	
Returned Check Fee.....	\$8.00 per check
Check by Phone Fee.....	\$8.00 per payment
Credit Card by Phone Fee.....	\$2.00 each
Teller's Check.....	\$5.00 per item
Non-member Check Cashing Fee.....	\$20.00 each (or as set by law)
Process Levy/Garnishment/Subpoena.....	\$1.50 per day
Negative Balance Fee.....	\$5.00 per occurrence
Returned Statement/Bad Address Fee.....	\$5.00 per withdrawal
Christmas Club Early Withdrawal.....	\$50.00
Mortgage Payoff Fee.....	\$4.95 per month
Bill Payer.....	\$32.00 each
Stop Payment Fee.....	\$5.00 per copy
Check Copy.....	\$15.00 each
Late Charge Reimbursement.....	\$32.00 per check
NSF Fee.....	\$2.00 per use
	\$0.75 per use

Electronic Funds

Non-SFCU ATM Use Over 10 Per Month.....	\$2.00 per use
Non-SFCU ATM Inquiry.....	\$0.75 per use

Business Accounts

Please note to retain membership, both account types must maintain a \$5.00 minimum balance.

BASIC BUSINESS ACCOUNT

Monthly Fee.....	\$10.00 per month (waived with \$1,500 avg. daily balance)
Check Clearing Fee.....	\$25 per check (in excess of 100 checks per month)
Check Deposit Fee.....	\$25 per check (in excess of 250 checks per month)
Rolled Coin.....	\$5.00 per \$10.00
Loose Coin.....	\$1.00 per \$1,000.00
Currency.....	\$25.00 per month (see Product Schedule on reverse)

BUSINESS ANALYSIS ACCOUNT

Monthly Fee.....	\$0.50 per deposit
Deposits Processed.....	\$0.03 per item
Checks Paid.....	\$0.05 per check
Rolled Coin.....	\$25 per \$10.00
Loose Coin.....	\$5.00 per \$10.00
Currency.....	\$1.00 per \$1,000.00

5. Balance Information - The minimum balance requirements applicable to each account are set forth in this Schedule of Products and Fees. If the minimum daily balance is not met, you will not earn the stated Annual Percentage Yield. For all accounts using a Daily Balance method, dividends are calculated by applying a daily periodic rate to the principal in the account each day.

6. Account Limitations - Refer to the Disclosure Manual for details.

7. Fees for Overdrawing Accounts - Fees may be imposed on each check or automatic payment that is drawn on an insufficient available account balance. The entire balance in your account may not be available for withdrawal, transfer or paying a check, draft or item. You may consult the Funds Availability Policy for information regarding the availability of funds in your account. Fees for overdrawing your account may be imposed for each overdraft, regardless of whether we pay or return the draft, item, or transaction. If we have approved an overdraft amount for your account, such fees may reduce your approved amount. Refer to the Fee Schedule for current fee information.

Early Withdrawal Penalties - Certificate Accounts

The penalty we may impose for withdrawals before maturity will be the lesser of the following if your account has an original maturity of:

- Six months or less** - All dividends on the amount withdrawn or 30 days' dividends on the amount withdrawn.
 - More than six months** - All dividends on the amount withdrawn or 60 days' dividends on the amount withdrawn.
- In certain circumstances, such as the death or incompetence of an owner of this account, the law permits, or in some cases requires, the waiver of the early withdrawal penalty. See your plan disclosure if this account is part of an IRA or other tax qualified plan. You will have a grace period of seven calendar days after maturity to withdraw the funds without being charged an early withdrawal penalty.

6/4/09

- Credit Union Membership Required. A share balance of \$5,000 is required to be a member of the Credit Union.
- ATM cash withdrawals limited to a maximum of \$410 per day.
- Non-signature transfers from Share Accounts are limited to 6 per month by Regulation D, the Monetary Control Act of 1980. Non-signature transfers include (but are not limited to) transactions made using PAL or e-PAL, as well as automatic overdraft protection transactions.

Truth In Savings Disclosure

Except as specifically described, the following disclosures apply to all accounts:

1. Rate Information - The Annual Percentage Yield (APY) is a percentage rate that reflects the total amount of dividends to be paid on an account based on the Dividend Rate and frequency of compounding for an annual period. For all accounts, the Dividend Rate and APY may change as determined by Southeast Financial Credit Union's Board of Directors. The Dividend Rates and APYs are the prospective rates and yields that the Credit Union anticipates paying for the applicable dividend period.

2. Nature of Dividends - Dividends are paid from current income and available earnings after required transfers to reserves at the end of the dividend period.

3. Dividend Compounding & Crediting - The compounding and crediting of dividends and dividend period applicable to each account are set forth in this Schedule of Products and Fees. The Dividend Period is the period of time at the end of which an account earns dividend credit. The Dividend Period begins on the first calendar day of the period and ends on the last calendar day of the period.

4. Accrual of Dividends - For all accounts, dividends will begin to accrue on non-cash deposits (e.g., checks) on the business day you make the deposit to your account. If your account is closed before the end of the dividend period, accrued dividends will not be paid, except on share certificates, IRA certificates, Money Market and IRA Accumulation accounts.