

# Your Guide to Shared Branches



Members of participating credit unions may access their accounts at any of the CO-OP Shared Branches, just look for the logo!

## You will be asked for:

- A valid ID\*
- Last 4 digits of your social security number
- Address (if ID does not match the teller's screen)

## You must have:

- Your Credit Union Name
- Your Account Number
- A Valid ID (not mutilated or expired)\*



## \*Acceptable IDs:

- Driver's License
- US Military Identification
- Passport
- State Identification Card
- Alien Registration Card
- Matricula Consular Card

## Services include:

- Deposits\*\*
- Balance Inquiries
- Withdrawals
- Loan Payments
- Funds Transfer
- Statement Prints
- Official Checks\*\*\*
- Notary Services\*\*\*

\*\* Only your credit union can place or remove a hold from your account.

\*\*\* Additional services may be available, but not at all locations, and fees may apply.

## You must go to your credit union to:

- Add New Accounts
- Order Checks
- Loan Applications
- Negotiate Third Party Checks

### Please also keep in mind:

Shared Branches may limit the amount of cash you can receive at their location.

If a Shared Branch's computer system is off-line, they can only accept deposits without cash back and cannot handle withdrawal requests. There may be an ATM on-site for these functions.

To conduct transactions on a business account, the business name and your name must both appear on the account.

Shared Branches serve as an agent to your credit union and cannot cash checks made out to a non-member. Any non-member you have written a check to will need to visit your home credit union to cash it.

Please contact your home credit union directly if you have questions.

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