
Application to Establish/Relocate a Branch Office

Date:

Name of credit union:

Principal Office Address:

1. Proposed effective date of branch office:
2. Proposed office address:
3. Distance from principal office:
4. Address of current branch to be relocated¹, if applicable:
5. Member Information
 - a. Current number of members:
 - b. Potential members:
 - c. Estimated number of members that will use branch facility
6. Current level of fixed assets as a percentage of total assets:
7. Estimated level of fixed assets after branch acquisition:
8. Anticipated revenue projections:
9. Total estimated site and structure costs:
10. Estimated total monthly operating costs, such as telephone, utilities, supplies; depreciation of building, furniture, fixtures and equipment
11. Estimated monthly increase in salaries to operate the office:
12. Number of staff required to operate branch facility
 - a. Current employee transfers
 - b. New hire(s)
13. Describe security measures(Attach additional response as needed):

¹ Complete a Branch Closing Application if relocating an office.

