

Recruiter Instructions

Please **type** or **clearly print** all information on the following forms. Failure to provide complete information or inaccurate execution of instructions may cause a delay in processing.

- I. Eagle Federal Membership Application & Direct Deposit Sign-Up Form
 - A. Membership Application
 - i. Complete **Recruiter Information** section
 - ii. Complete or have New Recruit complete General Information, Membership, Card Services sections
 - a. General Information – complete all applicable sections
 - b. Membership – Have new recruit choose an option for overdraft protection
 - c. Card Services – Select Check Point card. Have new recruit choose a 4-digit PIN and write in area provided. Select Online Access/Service 24. PIN will be the same as PIN for checkpoint card unless otherwise instructed.
 - iii. Sign – New recruit must sign **Visa Consumer Credit Card Agreement AND TIN Certification** (next to **Member Signature Required** on bottom of form).
 - B. Form 1199A Direct Deposit Sign-up Form
 - i. Section 1
 - a. Have new recruit complete parts A & C and sign and date on the left side under “Payee/Joint Payee Certification”
- II. Identification – Please scan and email color copies. We must be able to SEE the members face and read their identifying information clearly. Types of identification accepted: State Issued Drivers’ License or Identification card, Military ID or Military Dependent ID, School Issued Picture Identification Card (front/back), Social Security Card (if member is under 18). *Yes, we do open accounts for those under the age of 17 that are in the military.*
- III. Print Membership Application and Direct Deposit Sign-Up Form have new recruit sign where required. (see above – section I, A, iii)
- IV. Scan Membership Application, Direct Deposit Sign-Up Form & Identification and email it to your nearest Eagle Federal Credit Union Representative from the list below.

A member service representative will complete the Direct Deposit Form 1199 A, Section 1, Part E and all of Section 3. It will be faxed back to the recruiter using the number provided in the Recruiter Information section.

Eagle Federal will mail the new recruit a new member packet.

Joint ownership is available. Please contact the credit union for assistance.

*** IMPORTANT***

The new recruit **MUST UNDERSTAND** it can take 30 days or more for the Federal Government to complete the processing of the Direct Deposit 1199A. Once Eagle Federal receives the instructions of the Federal Government, the new soldier’s account will be completed at Eagle Federal within one

business day. Because the opening of the account is completed **does not mean the funds from the Federal Government have been deposited.** If no deposit has been made within 6 months of the accounts' opening the account will be closed and the recruit will be required to complete all paperwork again in order to re-establish membership with Eagle Federal Credit Union.

Member Service Representatives:

Baton Rouge-Downtown: Kenisha Morrison • kmorrison@eaglefcu.org • (225) 927-1900 ext 301

Baton Rouge-Main Office: Sheryl Church • schurch@eaglefcu.org • (225) 927-1900 ext 266

Crowley: Angie Moody • amood@eaglefcu.org • (337) 788-0075 ext 450

Minden-Camp Minden: Barbara Droddy • bdroddy@eaglefcu.org • (318) 377-6245 ext 551

New Orleans-Jackson Barracks: Jeannine Santos • jsantos@eaglefcu.org • (225) 927-1900 ext 351

Pineville-Camp Beauregard: Becky Edwards • bedwards@eaglefcu.org • (225) 927-1900 ext 503

Zachary: Laura Haney • lhane@eaglefcu.org • (225) 927-1900 ext 401

Helpful Numbers:

Toll Free: 1-888-281-8485 (dial extension above)

Camp Beauregard direct number: (318) 641-5708

Crowley direct number: (337) 788-0075

Zachary direct number: (225) 654-1227

Jackson Barracks direct number: (504) 682-6636

Minden direct number: (318) 377-6245