

# IMPORTANT NOTICE TO ALL CREDIT UNION MEMBERS:

DUE TO GROWING CONCERNS AND INCREASED EFFORTS TO HELP BATTLE THE SPREAD OF THE COVID-19 VIRUS, THE CREDIT UNION WILL ONLY ALLOW MEMBERS TO COME TO THE OFFICE BY **APPOINTMENT ONLY**. THIS INCLUDES CHECKS TO BE PICKED UP AND LOAN APPLICATIONS.

CURRENTLY, FUTURE LOAN APPLICATIONS ARE REQUIRED TO HAVE AUTHORIZATION FROM MANAGEMENT BEFORE A MEMBER IS ALLOWED TO PROCESS AN APPLICATION WITH THE CREDIT UNION. PLEASE CONTACT THE CREDIT UNION PRIOR TO FILLING OUT AN APPLICATION.

THERE WILL BE TIME SLOTS AVAILABLE EVERY HALF HOUR FROM 9AM-2PM FROM MONDAY TO FRIDAY. THERE WILL BE A DAILY LIMIT AS TO HOW MANY MEMBERS CAN COME TO THE BUILDING FOR APPOINTMENTS. ONCE THE APPOINTMENT LIMIT IS REACHED FOR A GIVEN DAY, THEN MEMBERS WOULD HAVE TO MAKE AN APPOINTMENT AT THE NEXT AVAILABLE DATE AND TIME.

WE STRONGLY ENCOURAGE MEMBERS TO HAVE MONEY SENT ELECTRONICALLY OR BY MAIL WHEN YOU REQUEST FUNDS. WE APOLOGIZE FOR ANY INCONVENIENCE THIS MAY CAUSE. THERE WILL BE SOME CHANGES IN REGARDS TO OUR STAFFING AS WELL, BUT THE PHONES WILL BE MONITORED BY AT LEAST 1 EMPLOYEE DURING WORKING HOURS. YOU WILL NOT BE ABLE TO REQUEST FUNDS OUTSIDE NORMAL WORKING HOURS. WE WILL UPDATE OUR MEMBERSHIP ONCE NEW INFORMATION BECOMES AVAILABLE AND WHEN IT COMES TIME THAT WE WILL RESUME OUR NORMAL BUSINESS ROUTINE. THANK YOU FOR YOUR UNDERSTANDING DURING THIS DIFFICULT TIME.