

Memorandum of Understanding and Agreement

Between NorthCountry Federal Credit Union

And

IA Partner

Parameters:

- 1) **IA Partner** will review requests from staff for NorthCountry Federal Credit Union and will confirm eligibility for their employees. Employees who have had a minimum of 12 months of continuous services, and are in good standing, will be eligible for an Income Advance loan with NCFCU.
- 2) **IA Partner** will initiate a referral by e-mailing incomeadvance@northcountry.org. The e-mail will give the employees name, address, date of birth, social security number, and amount requested (not to exceed \$1,500), current income, and proposed repayment schedule. All referred employees will be approved for this service regardless of previous experience with NCFCU and credit history. The loan needs to be paid back in 6 months.
- 3) NorthCountry Federal Credit Union will schedule an appointment for the employee to join the Credit Union and to close the income advance loan. **IA Partner** will instruct the employee to bring a valid, government issued photo identification to the appointment. The Credit Union Membership will be established, which includes opening a regular share account with a minimum balance of \$5.00. The \$5.00 can be funded through the income advance loan.
- 4) During the closing, NCFCU will educate the new member about the products and services offered by NCFCU and will attempt to identify any other areas NCFCU can financially help the employee.
- 5) After closing, NCFCU will e-mail **IA Partner (Partner HR Contact)** and give the employees direct deposit information. That will include the account number, loan amount, payment amount, when the first payment is due, and NorthCountry's routing number. **IA Partner** employees will set up a payroll deduction to NCFCU for the payment amount.
- 6) NorthCountry Federal Credit Union will track **IA Partner's** yearly loan numbers as well as the total amount of charged off loans (if any) to create an annual Income Advance fee. NorthCountry Federal Credit Union will meet annually with **IA Partner** to monitor the success of the program and to make any changes desired by both organizations.
- 7) **IA Partner** will pay a one-time initial start-up fee of \$**fee amount** to NorthCountry Federal Credit Union.
- 8) Either party upon delivery of written notice may terminate this agreement immediately.

NorthCountry FCU

Date

IA Partner

Date