

Our Commitment to YOU!

Employee Benefit Service Agreement

Fort Financial Credit Union is committed to you and your employees financial success. In an effort to insure that your employees are getting the maximum effect from this new employee benefit, your Fort Financial representative will be following up with an informational campaign to educate your employees regarding their new employee benefit.

Your Fort Financial Credit Union representative will:

- ___ 1. Immediately set up an initial sign-up day/s and send out informational posters to your named contact person regarding dates, times, FFCU products and/or any ongoing specials. This will be done approximately one week prior to a sign-up.
- ___ 2. On the Sign-up Day, come in and talk to the employees as a group or individually. Sign-up days will be scheduled at least 2-3 times per year.
- ___ 3. Provide the contact person with New Member Packets and brochures/flyers for new hires and current employees.
- ___ 4. Send the employees payroll stuffers periodically and provide all literature/postage required.
- ___ 5. Place a literature display in the company break room.
- ___ 6. Send the contact person product/service e-mails quarterly.
- ___ 7. On a quarterly basis, follow-up with named contact person either in person or by phone.
- ___ 8. Assist in the conversion should your company decide to switch to mandatory direct deposit.
- ___ 9. Be present for and/or supply literature for an Employee Benefits Fairs, company picnics or employee meetings. We may participate and/or contribute/sponsor the event.
- ___ 10. Provide a Benefit Introductory Letter with your company logo on our company letterhead as well as information (i.e. flyers, brochures, new products/services/payroll stuffers and posters) to distribute to your employees that are out in the field/traveling.
- ___ 11. It is recommended that participating sponsor companies provide a list of employees' names and addresses for informational purposes. FFCU wants to assure you and your employees that all information provided will be kept private with available employee opt out/do not mail options. In cooperation with your company, Fort Financial Credit Union will sign any confidentiality agreement provided/required by your company.

Company Contact Name

Alternate Company Contact Name

Company Contact Title

Alternate Company Contact Title

Signature

Signature

FFCU Representative Signature