



## Appendix A: The CFR Matched Savings & Credit Builder Client Agreement All Fields are required-Please Print Clearly

Sponsoring Organization: \_\_\_\_\_

Client Last name: \_\_\_\_\_ First name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

SSN/ITIN: \_\_\_\_\_ Address, City, St, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

CCFCU Member Number: \_\_\_\_\_ Baseline Credit Score: \_\_\_\_\_ (zero if no credit history)

### PART A. Secured Credit Cardholder Responsibilities

1. Work with a sponsoring organization to apply for the Visa secured credit card by:
  - a. Establishing a membership with the credit union by opening a savings account.
  - b. Submitting color copies of required ID documents to the card issuing financial institution within 24 hours of application to the card issuing financial institution.
  - c. Funding your member savings account with at least \$105 and showing your sponsoring organization the balance in your account.
  - d. Signing and returning, in two business days, all documents sent to you by the credit union.
  - e. Establishing access to online or phone banking to review credit card transaction history.
2. Before or upon opening the secured credit-builder card account, obtain a baseline credit score such as FICO or a similar product, e.g. Credit Karma. (You can request your account opening credit score from the credit union.)
3. Upon opening the secured credit-builder card account, do a credit report review with a coach from your sponsoring organization OR attend a "Credit vs Debt" workshop / coaching session within the first four weeks of establishing your secured credit-builder card account.
4. Six and twelve months after opening the secured credit-builder card account, obtain another credit score using the same credit score product that was initially used, sharing this information with CFR.
5. Make at least the required minimum monthly payments on the secured credit card & keep the card in good standing.

### PART B. Community Financial Resources (CFR) Responsibilities

CFR will deposit a **\$105** match into the savings account securing your credit card after you have shown proof of funding the first \$105 to the same savings account.

### PART C. Permission to Share Customer Information

CFR is permitted to pull program participants' credit scores. (These "soft" credit pulls will not affect your credit score.) The financial institution providing your secured credit card will share some account-holder information (such as savings and payment patterns) with CFR for Program evaluation purposes and to help your sponsoring organization provide you financial coaching. However, the card issuing financial institution will not disclose account-holder names or other personal identifying information to any unaffiliated third parties. By participating in this Program, you are consenting to this limited information sharing. You may also be asked to participate in interviews, focus groups and/or surveys as part of Program evaluation, but participation in these activities is completely voluntary.

**I understand and agree to the terms and conditions of participating in the CFR Matched Savings & Credit Building program as specified in this document. In return for receiving matched savings, I promise to responsibly use my Credit Builder card and make on-time monthly payments because I want to improve my credit score.**

\_\_\_\_\_  
Cardholder Name (Print)

\_\_\_\_\_  
Cardholder Signature

\_\_\_\_\_  
Date



## Appendix B: Secured Credit Builder Card Matched Savings Fulfillment Procedures

These procedures are to be executed after the client has:

1. signed Appendix A to participate in the Matched Savings & Credit Builder program;
2. applied for CCFCU membership, sent in required IDs, and obtained a CCFCU Member Number.
  - a. The Member Number will come in an email to the client and will be included in the documentation package containing the Signature Card.
3. submitted the online Secured Credit Card application.
4. deposited at least \$105\* into their CCFCU share (savings) account. If the deposit is not ACH'd from another bank account at the time of membership enrollment, it must be included in the form of a check or money order noted with the client's CCFCU member number and returned with the documentation package.
5. signed and returned all the documents sent out with the signature card package.

CBO Actions:

1. Verify the client has signed and returned the signature card package.
2. Verify via online banking [www.coopfcu.org](http://www.coopfcu.org), phone banking (510) 647-2125 or (800) FIRST24, or statement review with the client that at least \$95\* is in the clients CCFCU savings account.
3. Prepare a Matched Savings & Credit Builder agreement file with the following naming convention: agree.member#.last name. For example if member # is 354123 and last name is lascone the file should be named : agree.354123.iascone
4. Securely upload the client matched savings agreement through [www.cfrcard.org](http://www.cfrcard.org). (If you do not have a CFR Card login or your current log-in does not have upload capabilities, send a request to [support@cfrcard.org](mailto:support@cfrcard.org).) When you have the file upload capability through [www.cfrcard.org](http://www.cfrcard.org), the following message appears near the bottom of your [www.cfrcard.org](http://www.cfrcard.org) home page:

### File Upload Enabled

You have been approved to upload files to this site.

[Click here to launch the CFR Card Secure File Upload Utility](#)

Click on the link to begin your secure file upload. You may upload multiple files at one time.

5. Send an email to [support@cfrcard.org](mailto:support@cfrcard.org): with subject line: Matched Savings Fulfillment Request
  - a. Indicate the number of Client Agreements files that have been submitted through [www.cfrcard.org](http://www.cfrcard.org).
  - b. List clients' name(s), CCFCU Member Number(s), and email address(es).

CFR will coordinate the savings match deposit to the client's account at CCFCU.

CCFCU will validate that they have all required components, securitize the savings for the indicated credit line (usually \$200), and order the Secured Visa Credit-Builder Card for the client.

\* One- time fees associated with opening this account consist of the \$5 CCFCU membership and \$5 Berkeley Chamber of Commerce associational membership.