

## AFFILIATE WITH COMMONWEALTH ONE!

Become a Sponsor Group of CommonWealth One (it's free!) and offer your employees the benefit of credit union membership. You can apply to become a Sponsor Group by doing the following:

1. Complete the attached Sponsor Group Application.
2. Compose a letter requesting to become a Sponsor Group. Refer to the sample below.
3. Send the Application and Letter:

Emmanuel Obe  
Manager, Business Development  
CommonWealth One Federal Credit Union  
PO Box 9997  
Alexandria, VA 22304

**NOTE: These guidelines apply to groups with 500 or fewer employees. If your company has more than 500 employees, please contact CommonWealth One for additional details.**

Any questions? Please call 703-236-7635 or email [eobe@cofcu.org](mailto:eobe@cofcu.org)

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[COMPANY LETTERHEAD]

[DATE]

Sample Letter

Emmanuel Obe  
Manager, Business Development  
CommonWealth One Federal Credit Union  
PO Box 9997  
Alexandria, VA 22304-0797

Dear Emmanuel,

***Body of the letter must include:***

- Statement that Company wants to be a Sponsor Group of CommonWealth One
- Distance (in miles) from the office(s) to the nearest CommonWealth One Service Center.
- Number of employees at each Company location.
- Company is not currently being served by any other credit union\*

\*If you are currently served by a credit union, please call Emmanuel at 703.236-7635 to discuss.

Sincerely,

[Name]  
[Authorized Company Official]

Organization Name \_\_\_\_\_

Date Established \_\_\_\_\_ Public \_\_\_\_\_ Private \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

President/CEO \_\_\_\_\_

Primary Contact/Title \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Briefly describe the business or activity of your organization:

Number of employees \_\_\_\_\_ Average age of employees \_\_\_\_\_

Average salary \_\_\_\_\_

Percentage of exempt employees \_\_\_\_\_% Of non-exempt employees \_\_\_\_\_%

Do employees work in more than one city? YES NO

If Yes, attach a listing of each location and number of staff at each. Also indicate if you are planning to offer credit union membership to all staff or local offices.

Do you currently offer direct deposit for employee payroll? YES NO

If No, do you plan to offer it for the credit union? YES NO

Are your employees eligible for membership at any other credit union? YES NO

**PLEASE RETURN THIS COMPLETED FORM, WITH THE LETTER REQUESTING TO BECOME A SPONSOR GROUP AND THE MOST RECENT FINANCIAL STATEMENT OR ANNUAL REPORT, TO:**

*Commonwealth One Federal Credit Union*  
Attn: Marketing & Business Development  
P.O. Box 9997  
Alexandria, Virginia 22304-0797  
**Fax: 703.823.6530**