

AIRES File Request & Authorization

This form must be used to request CU*Answers to create an AIRES file for your credit union. The file can be sent via Zix secure email to the credit union's CEO or directly to your auditor or examiner. This form must be signed by your credit union's CEO. **The fee for each AIRES file is \$50.00.** Please allow at least 7 business days for your request to be processed.

Request

Month and year
to pull into the file
(for example, "March 2018")

Should member name and SSN
be included in the file?

 Yes No

Where should the file be sent? (If sending to multiple email addresses, the fee is \$50.00 per file sent.)

Directly to my auditor/examiner:

Name

Email address

To the credit union CEO:

Email address

Requested due date (please allow at least 7 business
days for your request to be processed)

Credit Union Authorization

→ **IMPORTANT NOTE:** This form must be signed by the credit union CEO. Our policy requires that in order to protect credit union data we will follow up on any "urgent" download requests by requiring additional authentication from the credit union.

I understand that provisions must be made to secure any data stored on a local workstation or network drive.

Credit Union

CU #

CUID

Contact Name

Phone

CEO Signature

Date

Instructions

To transmit this request securely, please **save this form** as a *.PDF document and **attach it to a question** in the [AnswerBook](#). (Or you may fax it to a Client Services Representative at 616-285-7285.)

Once we receive the form, you will receive a confirmation email. **Please respond affirmatively to the confirmation email** if you want us to send the AIRES file directly to your auditor/examiner.

ADMINISTRATIVE USE ONLY

Incident #

Processed by

Completed document to be archived in the corporate vault per the Client Service department's Records Retention Schedule.

Created: 11/8/2018 1:40:00 PM By: Dawn Moore

Revised: 11/9/2018 3:02:00 PM By: Dawn Moore

Form/revisions requested by: Martha Anderson-Ford

Path to source document: X:\Administration\Public\Templates\Source files for PDF forms\AIRESFileRequest.docx