

Please return to CU*Answers Client Services - Fax# 616-285-7285 or csr@cuanswers.com

Direct questions to Client Services at 616-285-5711 or 800-327-3478

CU*Answers requires **minimum 30 days advanced notice** to complete system and network configuration

IMPORTANT: Although you will be able to perform any function in CU*BASE when Sunday processing has been enabled, CU*Answers can make no guarantees for how interactions with third-parties will work. Many third parties may allow Sunday processing, but it is the responsibility of the credit union to contact their third-party partners to notify them that the credit union will be processing on Sunday and to check on how service might be limited. Refer to the Sunday Processing reference booklet for more information.

CREDIT UNION INFORMATION:

Credit Union : _____ CU#: _____ CUID: _____

Staff Contact Name : _____

Email Address : _____

Phone #..... : _____

First Sunday Open : _____

Branches Open for Sunday Processing: _____

After Hours Phone # : _____

Branch Fax # : _____

Branch Hours : _____

NOTE: Due to required weekly system maintenance, branch hours must fall within 9:00 am – 3:00 pm ET window

FOR INTERNAL USE ONLY:

Request Taken By : _____

Checklist:

- Send copy of form to Operations
- Client contacted Operations for list of processes run (e.g. BancVue)
- CU*BASE non-business days configuration updated
- System configurations completed
- Copy of form goes to CU*Answers Accounting team

Form Completed By : _____

Date Completed..... : _____