

Third Party Vendor Notification Responsibilities

_____ will be experiencing a data processing conversion beginning _____ .

CU*Answers and the credit union intend to coordinate the notification and changes necessary for third party vendors. Once notification is completed, CU*Answers will coordinate the data processing requirements and keep the credit union informed of significant changes, if any, in timing or processing, to the best of our ability.

This begins with a notification from the you, the credit union, on your letterhead to the vendor of the intent to convert on the assigned date. Please ask your vendors if there are any time line requirements. If so, please make sure CU*Answers is notified as soon as possible. Your letter should also include CU*Answers' contact person, address, fax, phone, and e-mail address as follows:

CU*Answers
6000 28th ST SE
Grand Rapids MI 49546
800-327-3478
Fax: 616-977-8553

Conversion Coordinator: _____

Ext _____ E-mail: _____

Conversion Programmer: _____

Ext. _____ E-mail: _____

CU*Answers requires that copies of these letters be forwarded to the Conversion Coordinator for reference.

Thank you

Credit Union signature _____ Date _____