

Family First Credit Union Lending Policy Employee Loan Policy

Employee Loan Policy

All Family First Credit Union employees and committee members are eligible to apply for all types of loans regardless of length of service. This also applies to their immediate family members who qualify for membership in the Credit Union as defined in the Credit Union bylaws.

All employee or committee member loan applications are to be processed by the Branch Manager or Vice President of Lending. All such applications must be sent to the Branch Manager, Vice President of Lending, Chief Financial Officer, or President for review and action of approval or denial.

All loans made to any Director, Committee Member or employee will be made in accordance with all approved loan policies and rates of interest. Loan advances will be reviewed monthly by the Board of Directors.

Employees who resign or are terminated must continue to make payments on any loans with Family First Credit Union in accordance with the terms of their loan agreements. If the loans are being paid by payroll deduction, the former employee should contact the Loan Officer or Branch Manager to make other arrangements.

Employee Loan Procedure

Employees must turn in a completed loan application to the Branch Manager. The Branch Manager will initiate a credit report and create an employee loan worksheet. The Branch Manager may review the application with the Vice President of Lending, Chief Financial Officer, or President for approval or denial. If approved, the Branch Manager may complete the loan or give the employee loan worksheet to a Loan Processor for completion of the loan. If denied, an adverse action form will be given to the employee. All credit information (credit report, application and loan preparation sheet) will remain in the employee's folder in the President's office. All employee folders are kept in a fire proof locked file cabinet to provide privacy and confidentiality. All information on an employee's loan application must be accurate. Any misleading or false statements by an employee will lead to disciplinary actions. Any employees attempting to view or access other employee information will face disciplinary action.

Employee Loan Worksheet

Name: _____

Member Number: _____

Loan Information:

Loan Amount: _____

Term: _____

Interest Rate: _____

First Payment: _____

Payment: _____

CL&D Insurance: _____

GAP Insurance: _____

Extended Warranty: _____

Comments:

Approval

Date
