

# Template: CUSO Registry Regional Director Letter to Credit Union Owners or Lenders

NOTE: Print on NCUA letterhead

Date

Mr. John Doe  
Board Chairperson  
ABC Federal Credit Union  
Address  
City, State Zip

Dear Mr. Doe:

Our records indicate that [CU name] has made an investment in or loan to [CUSO name]. NCUA rules and regulations require CUSOs that receive loans or investments from federally insured credit unions to file annual reports with NCUA through the [CUSO Registry](#).<sup>1</sup> I'm sending this letter to make you aware that *[Originating office fill in issues/concerns. If a 30-day letter was previously sent to the CUSO without sufficient response, the originating office will also make reference to that letter]*.

**As a result of [CUSO name]'s registration status, [CU name] must immediately stop making additional investments in or loans to the CUSO.** NCUA will consider investments in or loans to [CUSO name] that take place while the CUSO is not actively registered impermissible. Once [CUSO name] completes the required registration, [CU name] can resume making investments in or loans to the organization, subject to the regulatory limit.

--OR--

**As a result of [CUSO name]'s registration status, [CU name] must immediately stop making additional investments in or loans to the CUSO.** NCUA will consider investments in or loans to [CUSO name] that take place while the CUSO's record is not materially accurate impermissible. Once [CUSO name] corrects its registration record, [CU name] can resume making investments in or loans to the organization, subject to the regulatory limit.

If you have questions about this message, please contact this office at xxx-xxx-xxxx or [NAME@ncua.gov].

Regards,

[Name]

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<sup>1</sup> See 12 CFR Part 712, [Credit Union Service Organizations](#), and 12 CFR Part 741, [Requirements for Insurance](#); for a complete discussion, see 78 Fed. Reg. 72537 (Dec. 3, 2013). For more information about the CUSO rule, see NCUA Letter to Credit Unions 13-CU-13, [Changes to NCUA Regulations related to Credit Union Service Organizations](#), issued in November 2013, and 14-CU-07, [Contractual Agreements with Credit Union Servicing Organizations](#), issued in June 2014.

NCUA Regional Director

Region/[WRITER'S INITIALS]  
SSIC XXXX

cc: E&I  
SSA (when applicable)  
Credit Union CEO  
CUSO CEO  
SE  
EX