

Request for Assistance with Statement Verification

Revised: 9/23/2011

This form should be completed and returned to CU*Answers by **December 14, 2011**. Please let us know your plans for running and verifying your statements, and whether you would like CU*Answers to assist your own verification team with this process.

If you would like CU*Answers to help verify your statements, our teams will be working **during the day on January 1st**. Remember that since you should be doing routine verifications every month when you produce statements, this offer is intended to give you some extra help at this critical time, not to take over responsibility for the task completely from your own verification team. We will need a contact name of someone who will be available during the day and to contact once the statements have been verified. There is no charge for this optional service.

- We will have our statements ready to verify after _____ (EST time) on _____ (date). **We understand that CU*Answers will not be able to perform the verifications until January 1.**
- We would like CU*Answers to pass through after statements are run to verify them for us.
 - We are using our statements as Substitute 1099-INTs
 - We print Tiered Services scoring messages on our statements
 - We have set up selective statement inserts for this statement mailing
- We will be verifying our own statement file.

Please provide counts from your last annual statement run (December 2010):

of pages: _____ # of members: _____

We will need contact information for someone we can call **on January 1** if we have questions during statement verification, and to notify when verification is complete.

Name Phone #

Credit Union Name

Authorized by

Date

Fax to: CU*Answers Year-End Verification Team
no later than **December 14, 2011**

616-285-5735