



## **Recruiter Instructions**

Please type or clearly print all information on the following forms. The form is now form fillable. Failure to provide complete information or inaccurate execution of instructions may cause a delay in processing.

## **Eagle Federal Membership Application & Direct Deposit Sign-Up Form**

### I. Membership Application

- a. Complete Recruiter Information section
- b. Complete or have New Recruit complete General Information, Membership, Card Services sections
  - i. General Information – complete all applicable sections
  - ii. Membership – Have new recruit choose an option for overdraft protection
  - iii. Card Services – ATM/Debit Card. **(Confidential PIN will be assigned and mailed under separate cover)**
  - iv. Sign – New recruit must sign Visa Consumer DEBIT Card Agreement AND TIN Certification (next to Member Signature Required on bottom of form).

### II. Form 1199A Direct Deposit Sign-up Form

- a. Section 1
  - i. Have new recruit complete parts A & C and sign and date on the left side under “Payee/Joint Payee Certification”
- b. Identification – Please scan and email color copies. We must be able to SEE the members face and read their identifying information clearly. Types of identification accepted: State Issued Drivers’ License or Identification card, Military ID or Military Dependent ID, School Issued Picture Identification Card (front/back), Social Security Card (if member is under 18). Yes, we do open accounts for those under the age of 17 that are in the military.
- c. Print Membership Application and Direct Deposit Sign-Up Form have new recruit sign where required. (See above – section I, A, iii)
- d. Scan Membership Application, Direct Deposit Sign-Up Form & Identification and email it to your nearest Eagle Federal Credit Union Representative from the list below.

A member service representative will complete the Direct Deposit Form 1199 A, Section 1, Part E and all of Section 3. It will be faxed back to the recruiter using the number provided in the Recruiter Information section. Eagle Federal will mail the new recruit a new member packet. Joint ownership is available. Please contact the credit union for assistance.



**\*\*\* IMPORTANT\*\*\***

The new recruit **MUST UNDERSTAND** it can take **30 days or more** for the Federal Government to complete the processing of the Direct Deposit 1199A. Once Eagle Federal receives the instructions of the Federal Government, the new soldier's account will be completed at Eagle Federal within one business day. Because the opening of the account is completed does not mean the funds from the Federal Government have been deposited. If no deposit has been made within 6 months of the accounts' opening the account will be closed and the recruit will be required to complete all paperwork again in order to re-establish membership with Eagle Federal Credit Union.

**LANG Member Service:**

Baton Rouge-Downtown: Lanette Chandler • [downtown@eaglefederal.org](mailto:downtown@eaglefederal.org) • ext. 301

Baton Rouge-Main Office: Sheryl Church • [m-service@eaglefederal.org](mailto:m-service@eaglefederal.org) • ext. 266

New Orleans-Jackson Barracks: LaTonya Frugé-Robinson • [neworleans@eaglefederal.org](mailto:neworleans@eaglefederal.org) • ext. 351

Pineville-Camp Beauregard: Becky Edwards • [pineville@eaglefederal.org](mailto:pineville@eaglefederal.org) • ext. 503

Zachary: Laura Haney • [zachary@eaglefederal.org](mailto:zachary@eaglefederal.org) • ext. 403

**Helpful Numbers:**

Phone: (225) 927-1900 (dial extension above)

Toll Free: 1(888) 281-8485 (dial extension above)