Certificate Application Checklist

Please use the Certificate Application form to open DCU Certificate Accounts. To speed processing your request, please follow these steps:

1. Read the attached Certificate Disclosure and Agreement.

2. Complete the Certificate Application.

3. If adding a Joint Owner who is not currently a DCU Member, required identification must be provided.

4. Bring your Certificate Application and your initial deposit check (if applicable) to the nearest DCU branch, fax it to 866.874.7820, or mail your completed form and check to:

   Digital Federal Credit Union
   Account Services Center
   220 Donald Lynch Boulevard
   PO Box 9130
   Marlborough, MA 01752-9130

What you can expect

- Opening of your certificate – If you drop your form off at a branch, we will open your certificate immediately. If you mail in your application, please allow 7 business days from the day you mailed your application and check for us to open your account.

- Once we’ve opened your account, we will send/give you a receipt and a certificate note showing the amount of the certificate, the dividend rate, the term, and the maturity date. Please retain these materials and the attached Certificate Disclosure and Agreement for your records.

- Renewal notices – We will send you a renewal notice at least 15 days prior to your certificate’s maturity date.

- Automatic renewal – If you do not respond to the renewal notice, we will automatically renew your certificate for the same term at the dividend rate in effect on that day.

- Early Withdrawal – If you close your account or withdraw from the principal prior to maturity, early withdrawal penalties will be assessed. Please refer to the attached Certificate Disclosure and Agreement for details.

* If you are opening an IRA (Individual Retirement Account) Certificate, you may need to fill out additional forms. If this is necessary, we will provide them to you at the branch or by mail.
Certificate Disclosure and Agreement

In the following Disclosure and Agreement, unless otherwise noted, the words “I,” “me,” “mine,” “my,” “us,” “they,” “their,” and “our” mean each and all of those (whether one or more persons) who are subject to this agreement(s) as a result of opening a Certificate. The words “you,” “your,” and “yours” mean Digital Federal Credit Union (DCU), The words “Savings Certificate(s)” refer to any standard (Regular or Jumbo) non-IRA* DCU Certificate. DCU may offer unique certificates with differing terms and/or conditions but will identify them and provide such terms and conditions as are applicable.

Deposits
A certificate may be opened with a minimum deposit of $100**, $500, or $25,000. Additional deposits of not less than $100 may be made at any time to Savings Certificates with full terms of twelve (12) months or less. For all IRA Certificates and other Savings Certificates, additional deposits may only be made at renewal.

Minimum Balance
A minimum balance of $100**, $500, or $25,000 is required in order to maintain an active certificate. If the balance ever becomes less than $100**, $500, or $25,000, as applicable, the certificate will automatically be closed by DCU; a penalty will be applied and the Savings or Quick Start Certificate funds transferred to my Savings Account, or the IRA Certificate funds transferred to a Savings IRA.

Maturity
In order to earn the stated dividend rate, no less than the minimum balance must remain in the certificate until maturity.

Withdrawals Prior to Maturity
Withdrawals may be made without DCU penalty prior to the maturity date of the certificate only upon:

1. The death of any owner of the certificate,
2. The voluntary or involuntary liquidation of the credit union issuing the certificate.

Note: IRS PENALTIES MAY APPLY on withdrawals from IRA Certificates.

Dividends
Funds earn dividends from the date of deposit (cash and non-cash items). The Annual Percentage Yield (APY) is based on an assumption that dividends and original principal will remain in the certificate until maturity. A withdrawal prior to maturity may reduce earnings. Dividends are calculated using the daily balance method and are compounded daily. I may choose one of the following dividend payment methods:

- monthly, to the Certificate
- monthly, to my Savings or Checking (Savings Certificate)

If no payment method is selected, dividends will be credited to the certificate the last day of each calendar month.

Note: Early withdrawal penalties (when applicable), are calculated on and withdrawn from dividends. If dividends have been previously withdrawn or have been paid to a savings or checking account and a withdrawal subject to penalty is performed, the calculated penalty amount will be withdrawn from the existing certificate balance.

Dividend Penalty Calculation
1. If the term is three (3) to eleven (11) months, I shall forfeit an amount equal to the lesser of:
   - (a) All dividends (accrued and posted) for 60 days on the amount withdrawn, or
   - (b) All dividends on the amount withdrawn since the date of issuance or renewal not to be less than 7 days’ dividends on a new certificate.
2. If the term is twelve (12) to thirty-five (35) months, I shall forfeit an amount equal to the lesser of:
   - (a) All dividends (accrued and posted) for 90 days on the amount withdrawn, or
   - (b) All dividends on the amount withdrawn since the date of issuance or renewal not to be less than 7 days’ dividends on a new certificate.
3. If the term is thirty-six (36) to sixty (60) months, I shall forfeit an amount equal to the lesser of:
   - (a) All dividends (accrued and posted) for 180 days on the amount withdrawn, or
   - (b) All dividends on the amount withdrawn since the date of issuance or renewal not to be less than 7 days’ dividends on a new certificate

* Individual Retirement Account - a government regulated savings plan.
**Quick Start Certificates only. All other terms and conditions apply.
Please fill out below form and return to a DCU Branch or FAX it to 866.874.7820.

Certificate Request Form

Member # ____________________________ Account # ____________________________ (DCU only)

Please open a:

☐ Savings Certificate ($500 min. 3 - 60 mos.)
☐ Quick Start Certificate ($100 min. 3 - 60 mos.)
(under 23 years old)
☐ Jumbo Certificate ($25,000 min. 3 - 60 mos.)
☐ IRA Certificate ($500 min. 3 - 60 mos.)
☐ IRA Certificate ($100 min. 3 - 60 mos.)
☐ IRA Certificate ($100 min. 15 or 27 mos.)
☐ Jumbo Certificate ($25,000 min. 3 - 60 mos.)
☐ IRA Certificate ($500 min. 15 or 27 mos.)
☐ IRA Certificate ($500 min. 15 or 27 mos.)
☐ IRA Certificate ($25,000 min. 15 or 27 mos.)

in the amount of $ ____________ for a term of # ______ (months)

☐ Enclosed is a check for $ ____________

☐ I authorize DCU to transfer $ ____________

from Member # ____________ Account # ____________

Check appropriate box for payment of dividends

☐ Monthly, to the Certificate
☐ Monthly, to my Savings or Checking Account

(not available on IRA Certificates)

Rec’d __/__/____ Proc By # __________

DP Doc (Joint) __________

Add’l Doc __________

Prime Owner’s Legal Name

Prime Owner’s Signature

Date

Social Security #

Phone #

This Section For Non-IRA Certificates Only

Joint Owner Section

Please add the following Joint Owner to this Certificate:

Joint Owner’s Legal Name (Please print or type)

Member # (If also DCU Member)

Social Security #

Phone #

Birthdate

Residential Address

City State ZIP

By signing this application I authorize you to gather and exchange whatever, credit, checking account, and employment information you consider appropriate from time to time.

Joint Owner’s Signature

Date

FOR UNIFORM TRANSFERS TO MINORS ACCOUNTS (UTMA):

 Minor’s Name

Minor’s Social Security #

I have read, and agree to, the terms and conditions as stated in the Certificate Disclosure and Agreement.

Please bring this form to any DCU branch, fax to 866.874.7820 or mail to:

Digital Federal Credit Union
Attn: Account Services
PO Box 9130
Marlborough, MA 01752-9130

IMPORTANT INFORMATION: We are required, by federal law, to obtain, verify, and record information that identifies each person opening or having access to a DCU Account. We will ask for your legal name, residential address, Social Security Number (SSN), Phone Number, and Date of Birth.

REQUIRED INFORMATION: No individual can be named on this account in any capacity without having provided the following current identification, one of which must include a picture and one of which must reflect the individual’s current residential address as given. If one of these forms of identification includes both you need only submit that one: US Driver’s License • US Social Security Card • Passport • US Military ID • US Work Visa • Other Government Issued picture ID (2nd ID always required). At our discretion we may accept alternative forms of address verification such as a utility bill. We also reserve the right to request additional identification at any time.

If you are already a DCU member you are not required to provide the REQUIRED IDENTIFICATION but you must provide your DCU Member #, Legal Name, and SSN.

IMPOR TANT INFORMATION: We are required, by federal law, to obtain, verify, and record information that identifies each person opening or having access to a DCU Account. We will ask for your legal name, residential address, Social Security Number (SSN), Phone Number, and Date of Birth.

REQUIRED INFORMATION: No individual can be named on this account in any capacity without having provided the following current identification, one of which must include a picture and one of which must reflect the individual’s current residential address as given. If one of these forms of identification includes both you need only submit that one: US Driver’s License • US Social Security Card • Passport • US Military ID • US Work Visa • Other Government Issued picture ID (2nd ID always required). At our discretion we may accept alternative forms of address verification such as a utility bill. We also reserve the right to request additional identification at any time.

If you are already a DCU member you are not required to provide the REQUIRED IDENTIFICATION but you must provide your DCU Member #, Legal Name, and SSN.