

For Period Ending \_\_\_\_\_

Name: \_\_\_\_\_

CU: \_\_\_\_\_

CU#: \_\_\_\_\_

**Form Due**

Unless otherwise noted, the deadline for each task listed below is the **20<sup>th</sup>** of the month.

Task Description	Task Instructions	Check and Initial
<p>For the current dividend period, verify rates for savings products that use the Average Daily Balance calculation method. Rates must be updated by the last day of the dividend period.</p>	<p>Verify rates on products marked with dividend calculation type D on the Dividend Configuration Report.</p> <p>Schedule rate changes via Tool # 506 (Member Rate Maintenance) and <b><u>note them on the Configuration Report you send back to us.</u></b></p>	<p><input type="checkbox"/> Rate changes scheduled  <input type="checkbox"/> No rate changes needed  <input type="checkbox"/> Don't have product type</p> <p><b>Initials:</b></p>
<p>For the current dividend period, verify rates for savings products that use the Simple Daily calculation method.</p>	<p>Verify rates on products marked with dividend calculation type S or C on the Dividend Configuration Report.</p> <p><b><u>Note rate changes</u></b> and indicate on this form whether or not you want to have them recalculated. (NOTE: There is a \$125 fee per dividend application for dividend recalculation.) <b><u>Return the report to us.</u></b></p>	<p><input type="checkbox"/> Rate changes scheduled  <input type="checkbox"/> No rate changes needed  <input type="checkbox"/> I did not schedule my rate changes prior to the start of this dividend period and they:  <input type="checkbox"/> Do not need to be recalculated  <input type="checkbox"/> Need to be recalculated (\$125 fee) (CU*Answers)  <input type="checkbox"/> must be notified by the 20<sup>th</sup> of the month</p> <p>List Dividend Applications:            _____</p> <p><b>Initials:</b></p>
<p>For the next dividend period, set up rate changes for savings products that use the simple daily calculation method.</p>	<p>Schedule rate changes via Tool # 506 (Member Rate Maintenance) and <b><u>note them on the Configuration Report you send back to us.</u></b></p>	<p><input type="checkbox"/> Rate changes scheduled  <input type="checkbox"/> No rate changes needed  <input type="checkbox"/> Don't have product type</p> <p><b>Initials:</b></p>
<p>For the next dividend period, verify rate changes for variable-rate loan products.</p>	<p>Review the Variable Rate Configuration Report.</p> <p>Schedule rate changes via Tool # 935 (Variable Rate Code Configuration) and <b><u>note them on the Configuration Report you send back to us.</u></b></p>	<p><input type="checkbox"/> Rate changes scheduled  <input type="checkbox"/> No rate changes needed  <input type="checkbox"/> Don't have product type</p> <p><b>Initials:</b></p>
<p>For the next dividend period, verify rate changes for variable-rate certificate products.</p>	<p>Schedule rate changes via Tool # 192 (CD Variable Rate Configuration).</p>	<p><input type="checkbox"/> Rate changes scheduled  <input type="checkbox"/> No rate changes needed  <input type="checkbox"/> Don't have product type</p> <p><b>Initials:</b></p>

Complete Page 1 of form along with all necessary attachments and return to:

CU\*Answers  
 Attn: Client Services & Education Team  
[CSR\\_Team@cuanswers.com](mailto:CSR_Team@cuanswers.com) (please  
**'Reply All' when returning your forms**)

## Miscellaneous Reminders

Task Description	Task Instructions
Run Configuration Reports for shares, CDs, and loans along with the Variable Rate Config Report.	Tool 680, 635, 655, 660
For the current dividend period, update the savings, certificate, and loan rates that are displayed in online banking.	Tool # 506 (Member Rate Maintenance).
For the current dividend period, update the monthly eStatement notification email message.	Tool #262 (Update Monthly eStatement Emails).
<p>For the current dividend period, update the savings, certificate, and loan rates that are heard in audio response.</p> <p><i>NOTE: This is NOT necessary if you use the text-to-speech (TTS) feature that automatically reads rates from rate maintenance (same as online banking). Lead time of two weeks required if your credit union uses a recorded voice. To avoid the pre-notification timeframe, consider moving to TTS. If interested, contact Client Services &amp; Education at ext 255.</i></p>	Tool # 882 (Update ARU Interest Rates).

### Questions?

Contact Client Services & Education  
 800.327.3478, ext. 255  
[Csr\\_team@cuanswers.com](mailto:Csr_team@cuanswers.com)