[Date]

[CUSO name]
[CUSO street address]
[City, State and zip]

To Whom It May Concern:

You are receiving this letter because one or more credit unions have reported [CUSO name] as a credit union service organization (CUSO) through the National Credit Union Administration’s (NCUA’s) online reporting systems, including Credit Union Online.¹

NCUA regulations require CUSOs to register with the agency beginning in 2016.² The online registry will be available to CUSOs through the NCUA website with the initial registration period beginning February 1, 2016 and ending March 31, 2016. A formal Letter to Credit Unions will be issued in January 2016 with additional information.

You can help ensure your registration goes smoothly by verifying your employer identification number (EIN). If the EIN listed below is correct, no action is necessary. If your EIN is not correct, please email us the corrected information at CUSORegistry@ncua.gov.

EIN currently on file for [CUSO name]:

[EIN]

If you are aware of any CUSO that did not receive a letter from NCUA requesting that they verify their EIN, please encourage them to email us at CUSORegistry@ncua.gov. Our goal is to make the registration process as seamless as possible for CUSOs that need to register.

To stay abreast of communications from NCUA, including those related to the CUSO Registry, we recommend you subscribe to NCUA Express.³ You can also monitor the CUSO Registry webpage at https://www.ncua.gov/regulation-supervision/Pages/regulatory-reporting/cuso-registry.aspx where we will post training and support information as it becomes available.

If you believe you have received this letter in error, or have questions about the CUSO Registry and reporting requirements, you can contact us at CUSORegistry@ncua.gov or 703-518-6360.

¹ NCUA reporting systems include Credit Union Online, accessible online at http://www.ncua.gov/DataApps/CUOnline/Pages/default.aspx
² For more information about the regulatory requirements for CUSOs, see NCUA Letter to Credit Unions, Changes to NCUA Regulations Related to Credit Union Service Organizations (13-CU-13)
³ Subscribe to NCUA Express through the NCUA.gov website at http://www.ncua.gov/Pages/NCUAExpress.aspx.
Sincerely,

/s/

Larry Fazio
Office of Examination & Insurance
National Credit Union Administration