



GUIDANCE NOTES FOR OPENING AN ACCOUNT WITH LINK CREDIT UNION

THE APPLICANT(S) MUST PROVIDE ORIGINAL DOCUMENTS TO THE CREDIT UNION
ALL SECTIONS ON THE APPLICATION FORM MUST BE COMPLETED

Identification (examples of acceptable documents)

- Photographic ID – Driver’s Licence or Passport – must be in date.
- Evidence of PPS – P21; PAYE Notice of Tax Credits; Tax Free Allowance Certificate; Pay slip; European Health Insurance Card; correspondence from Revenue, Medical card or Drugs Payment Scheme Card. (We are unable to accept the Public Services Card)
- Address Verification: Bank or Credit Card Statement, utility bill, Government letter or TV licence renewal form dated within the last 3 months.

Please contact the Credit Union if you are unable to provide any of the above documents.

Joint Accounts

Please complete a Joint Membership Form.

Both parties must be over 18 years of age. Only the first named party on a joint account is entitled to Death Benefit Insurance, Loan Protection and Life Savings cover (T&Cs apply) more information will be provided in your Welcome Pack.

Opening an account for a child (aged under 16 years)

Please complete a Juvenile Membership Form.

Children under 13 years: the Parent / Guardian will complete and sign the membership form in;

- Section 2 (Beneficial Owner)
- Section 3 (Tax Residency)
- Section 4 (Declaration)

They will be authorised to operate the account until the child’s 13th birthday.

An email address is not required on a juvenile membership form; all communication will be sent by post.

Identification Documentation required (aged under 16 years)

Child

- Photo ID: Passport (if no passport is held please provide birth certificate).
- PPS number: Department of Social Protection Letter or Medical Card (We are unable to accept the Public Services Card)
- Address verification: To be provided by Parent / Guardian - please refer below.

Parent / Guardian

- Photo ID: Passport or driver’s licence.
- Proof of address: Utility bill or bank statement (dated within the last 3 months).
- Evidence of relationship to child will be required.

SECTION 1. Personal Details

An email address must be provided as the Credit Union will contact you via email to:

- Confirm when the account has been opened.
- Advise you of the final step in completing the Membership Application process. Provide you with a Welcome Pack.

SECTION 2. Your Rights to Communication - Self-explanatory

SECTION 3. Beneficial Ownership

The Credit Union must comply with the legal requirements as stated in the Criminal Justice (Money Laundering and Terrorist Financing) Act 2010, which includes our obligations regarding funds lodged into the Credit Union:

"the true nature, source, location, disposition, movement or ownership of the property, or any rights relating to the property"

Beneficial Owner: Person who owns the funds held in the account.

Politically Exposed Person: is a term used to describe an individual who has been entrusted with a prominent public function or a close associate or a member of the same family. Commonly referred to as a PEP.

• **SIGNATURE REQUIRED IN THIS SECTION OF THE APPLICATION FORM**

Section 4. Tax Resident

If you are a Tax resident in another country, we require your TIN, in accordance with Taxes Consolidation Act 1997. If you are resident for tax in Republic of Ireland, we will require evidence of your PPS Number.

• **SIGNATURE REQUIRED IN THIS SECTION OF THE APPLICATION FORM**

Section 5. Declaration

Depositor Information Sheet is attached to this application form, for your retention. It is your responsibility to notify the Credit Union of any changes to your relevant personal information.

• **SIGNATURE REQUIRED IN THIS SECTION OF THE APPLICATION FORM**

- You can become a member of Link Credit Union online. Adults applying for a sole account can apply for membership via our website www.linkcu.ie or our mobile app [Link Credit Union](#).
- To be eligible for membership of Link Credit Union, individuals must either live, work or attend a school /college within our "Common Bond". Our Common Bond is geographical and is the designated townlands within a radius of the towns of Kingscourt, Bailieborough, Moynalty, Cotehill and as outlined in Common Bond maps in our offices at Kingscourt and Bailieborough and Cotehill.
- 1 Please complete the appropriate membership application form: Single Membership/Joint Membership/Juvenile Membership (applicant aged under 16 years).
- 2 Please sign Sections 3, 4 and 5 (sections 2, 3 and 4 on Juvenile Application Forms).
- 3 Call in person, to any office, with your completed membership form and 3 original forms of ID. An officer will photocopy your documents and return them to you.
- 4 An initial assessment will be made of the completed application form, before it is submitted to the Centralised Onboarding Unit for processing.
- 5 Your account will usually be opened within 5 working days. A Welcome Pack will be emailed to you at that time. (A Welcome letter will be posted to juvenile members).
- 6 You must lodge funds to your account within one month from the date your account is opened, to become a member of the Credit Union. If funds are not lodged during this period, the account will be closed.
- 7 If you wish to transfer funds electronically, you will require a current account, as there is no IBAN and BIC numbers attached to a share account.
- 8 A membership fee of €1.00 will be deducted from your initial lodgment (Adult Members only).
- 9 The Annual Affiliation Fee of €1.00 for membership to the Irish League of Credit Unions, is debited from the Share Account every year after the AGM (Adult Members only).
- 10 Minimum Share balance of €10.00 must be retained for membership of the Credit Union.
- 11 Minimum Share balance of €25.00 must be retained in the account to be eligible for Death Benefit Insurance (Adult Members Only).

IT IS THE MEMBERS RESPONSIBILITY TO ENSURE THE MINIMUM SHARE BALANCE IS MAINTAINED, TO RETAIN MEMBERSHIP AND BENEFITS OF THE CREDIT UNION.