

**State of Wisconsin**  
**Department of Financial Institutions**



**Administrative List Instructions**

After you have held the Organizational Meeting of your Board of Directors (which follows the Annual Meeting of your members), please complete the Administrative List for the current year and send it to the Office of Credit Unions via email to [DFI-OCU@dfi.wisconsin.gov](mailto:DFI-OCU@dfi.wisconsin.gov)

Both the National Credit Union Administration and the Wisconsin Credit Union League have their own listing that they require also, but this information *is not* shared between agencies. It is important that the Administrative List be returned to our office.

**Promptly** notify the Office of Credit Unions of any changes made in the President/Manager, Treasurer, or Chairperson of the credit union any time during the year.

Changes affecting the directors, committee members, or employees need not be reported to this office. Also, our office needs to be made aware of any changes in the address of your credit union office or the location of your records.

**Notice:** *This form may be used for updating the Office of Credit Unions database. Information requested may be used for secondary purposes. This document can be made available in alternate formats upon request to qualifying individuals with disabilities.*

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**Administrative List**

<b>General Information</b>		
NCUA #:	Credit Union Name:	
Mailing Address:		
City:	Zip Code:	Physical Address:
Phone #:	Ext:	FAX #:
Business Hours:	Credit Union Website Address:	
Secondary Email Address for General Information: <i>(optional)</i>		Date of Annual Meeting:

<b>Management</b>	
President:	Email:
Home Address:	Phone #:
Vice-President	Email:
Home Address:	Phone #:
Vice-President	Email:
Home Address:	Phone #:
Vice-President	Email:
Home Address:	Phone #:
Vice-President	Email:
Home Address:	Phone #:

<b>Board of Directors</b>		
Chairperson:	Term Expires:	Email:
Home Address		Phone #:
Vice-Chairperson:	Term Expires:	Email:
Home Address		Phone #:

**Board of Directors, continued**

Treasurer:	Term Expires:	Email:
Home Address		Phone #:

Secretary:	Term Expires:	Email:
Home Address		Phone #:

Director:	Term Expires:	Email:
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