



Established in 1942 as St. Charles Borromeo Federal Credit Union

May 2, 2011

Dear Incarnate Word Academy Parents,

Thank you for using Unity Catholic Federal Credit Union to fund your student's tuition. We are very happy to be working with Incarnate Word Academy parents, students and staff.

This is a reminder that we will have a number of staff at **Saint Joseph's Hall** on Tuesday, **May 10th** between the hours of **2:30 and 6:00 pm**, to finalize paperwork. If you are unable to attend that meeting, please call any of our offices **between May 10th and May 20th** to make an appointment to come to that office and complete the loan paperwork. **All paperwork must be signed by May 20, 2011.**

Along with opening your account and signing loan papers with us you will be asked to choose a payment method. There are three to choose from; payroll deduction, ACH and the old standby-send us a check. If you choose to have your employer send us a payment via **payroll deduction, we will have information** for you to take to your employer. If you choose **ACH** (the payment is automatically withdrawn from your checking account on a date you designate) we will need a **voided check** in order to process your request.

Just a reminder - only the parent that filled out the loan request needs to be present at the signing meetings and that person should bring with them their **drivers license** and **social security** card for identification.

Again, we look forward to seeing you on May 10th. If you should have any questions or concerns before that time please feel free to contact me.

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216-521-4426

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