
CREDIT CARD ONLINE CONVERSION REQUEST

SAMPLE LETTER

When your credit union has decided to convert your credit card portfolio to the CU*Answers online product, you will need to do 2 things, first complete the following worksheet and submit it to CU*Answers as well as your current FIS/Certegy representative. Your FIS/Certegy representative will initiate the conversion process once this document has been received. They require specific information to accommodate your conversion request.

A sample letter to send to FIS/Certegy with their required information is shown below. You may copy and paste the contents of the text block below into your company letterhead. Please be sure to include all BIN numbers subject to this conversion.

{letterhead of credit union}

{date}

Certegy
street
city, state zip

After careful consideration, we have made the decision to convert our credit card portfolio to the CU*Answers EFT online product. We've provided the information, including all BINS affected, that you will need to begin the process. Please schedule the conversion for our credit union at the earliest possible time.

Credit Union name: _____

Contact person: _____

Phone number: _____

BIN: _____

BIN: _____

BIN: _____

BIN: _____

Date: _____

Authorized signature: _____