

# **Credit Union Documents Request**

## **Request Credit Union Documents**

Texas Telcom Credit Union (TTCU) produced this policy in accordance with the Texas Administrative Code, Title 7, Part 6, 91.315 "Member's Access to Credit Union Documents" to ensure adherence to all state and federal credit union regulations mandated by law, and to provide the necessary guidance and assistance to make certain regulation boundaries are known and respected by all elected officials.

Specifically, it is the purpose of this policy in conjunction with related credit union procedures, to ensure that TTCU provides Members with access to Credit Union Documents as outlined by the statute. The Texas Administrative Code requires:

1. TTCU will provide notice to its membership of the availability of certain documents related to the Credit Union's finances and management.
2. TTCU will post a copy of the required notice on its website throughout the year and publish the notice in the Credit Union's newsletter twice a year.
3. Upon request, a member is entitled to review or receive a copy of the most recent version of the following TTCU documents:
  - a. balance sheet and income statement;
  - b. a summary of the most recent annual audit;
  - c. written board policy regarding access to the articles of incorporation, bylaws, rules, guidelines, board policies, and copies thereof; and
  - d. Internal Revenue Service Form 990.

If you desire access to one or more of the documents listed above, please contact the Credit Union by mail at:

Texas Telcom Credit Union  
8818 Garland Road  
Dallas, Texas 75218

After validating membership, Texas Telcom Credit Union will contact you in reference to the documents requested.