



**MARYLAND OFFICE OF FINANCIAL
REGULATION**

APPLICATION OR FORM



Credit Union Branch and ATM Application

A completed application for a new or relocated branch must be submitted to:

Office of Financial Regulation, Corporate Activities, 1100 North Eutaw Street; Suite 611,
Baltimore, Maryland 21201 or DLFRFinReg-LABOR@maryland.gov.

Refer to Md. Code Ann., Fin. Inst. (“FI”) [FI § 6-807](#) and [FI § 6-808](#) for credit union branch information and [FI § 1-401](#) et seq. for the establishment of an automated teller machine.

- Establish a branch:
 - Maryland state-chartered credit union - Provide the Commissioner with a completed application including answers to supplemental questions 1-9 at least 30 days before the intended opening date. The application must be submitted with a \$100 check made payable to the Office of Financial Regulation
 - Out-of-state credit union - Provide the Commissioner within 15 days of filing a branch application with the appropriate bank supervisory agency, a copy of the branch application and qualify under [§ 7-203 of the Corporations and Associations Article](#) to do business in the State as a foreign corporation.
- Relocate a branch - When changing the location of a branch, it is considered to be a *relocation* if the new site is one (1) mile or less from the current site. If the distance is greater than one (1) mile, an application must be filed to establish a new branch, and payment of the \$100.00 application fee is required. If the distance is less than 1.5 miles from the current site, yet involves the construction of the new site, an application must be filed to establish a new branch, and payment of the \$100.00 application fee is required.
- Close a branch - Maryland state-chartered credit union - Provide the Commissioner with a completed application at least 90 days before the intended closing date. Out-of-state credit union follows branch closing requirements of the appropriate supervisory agency. Provide a courtesy notification to the Commissioner.
- Establish an ATM - Provide to the Commissioner written notice 15 days prior to the installation of an automated teller machine at a location other than the principal office or branch of the

credit union no fee is required. This application is not required, but it may be used to notify the Commissioner.

- Close an ATM - No notice to the Commissioner is required to close an ATM.

The completed application form must be signed by an authorized representative and be accompanied by the required supplemental information.

MARYLAND CREDIT UNION APPLICATION/NOTICE

(Check one or more appropriate boxes)

Purpose: Application or Notice:
(Mark One)

**Branch
ATM Facility**

Establish	Relocate	Discontinue
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	N/A	N/A

APPLICANT INFORMATION

Name of Credit Union: _____

Address of Main Office: _____

City: _____ **State:** _____ **Zip Code:** _____

Name & Title of Contact Person: _____

Address (if different from above): _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone Number: _____

Address of Branch or ATM: _____

City: _____ **State:** _____ **Zip Code:** _____

Proposed Effective Date: _____

APPLICATION DETAILS

Attach a separate page with the following information:

1. Briefly describe the services to be provided at the new location. Provide a brief statement as to why the proposed facility will promote member convenience and/or advantage. For new branches, provide data on the number of existing members who live within five miles of the proposed branch. For relocations, identify address of existing branch.
2. For new or relocated branches, provide details regarding any direct or indirect involvement in this proposal by an officer or director of the credit union, including financial arrangements related to fees, acquisition of property, leasing agreements, and/or construction contracts.
3. If this application involves a new branch, indicate whether the facility will be owned or leased. If owned, is it an existing structure or new construction? Provide information regarding either the purchase amount, including all related construction costs, or the amount and terms of the lease.
4. Indicate the amount of the credit union's fixed asset investment and or cost of the lease.
5. For new or relocated branches, does the branch comply with local zoning ordinances?

6. If a branch is being closed or relocated, describe the notification provided to members. In the case of a branch closure, indicate the distance to the credit union's closest remaining branch where similar services will be available. For a relocation, state the distance from the current branch to the proposed branch.

Officer's Signature: _____ **Date:** _____

Print Name & Title: _____

For questions about filing this application please contact Stephen J. Clampett, Assistant Commissioner by phone at (410) 230-6104 or by email at stephen.clampett1@maryland.gov

The Office of Financial Regulation, a division of the Maryland Department of Labor, is Maryland's consumer financial protection agency and financial services regulator. For more information, please visit our website at www.labor.maryland.gov/finance.

