



State of Washington

DEPARTMENT OF FINANCIAL INSTITUTIONS  
DIVISION OF CREDIT UNIONS

P.O. Box 41200 • Olympia, Washington • 98504-1200

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MM DD, YYYY

*Sent by E-Mail*

CEO, President  
Credit Union  
PO Box  
CITY, WA 98999

Dear CEO:

The Division of Credit Unions (DCU) is scheduling a compliance examination of your credit union beginning on MM DD, YYYY and tentatively ending on MM DD, YYYY.

The exam will include information as of the close of business on MM DD, YYYY. We will / will not require an AIREs download of your loan and share subsidiaries as of the exam cutoff date. The focus of the compliance exam will be:

- ✓ Compliance Reviews -- Management
- ✓ Compliance Reviews -- Lending
- ✓ Compliance Reviews -- Deposits
- ✓ Compliance Reviews -- Operations

**[delete items not used and only attach relevant attachments]**

Please have the exam information requested in the enclosed "Summary of Information" prepared for the use of our examiners. The Examiner in Charge (EIC), EIC, will contact the credit union representative to make arrangements for obtaining the PE information.

**CEO, President**  
**Credit Union**  
**MM DD, YYYY**  
**Page Two**

During the examination, the EIC will visit with the Board Chair and the Supervisory Committee. Please contact those two individuals to let them know about the pending exam.

The EIC will arrange a date and time with you for the exit conference. The Board of Directors and Supervisory Committee should attend this exit conference. Efforts will be made to make the date, time, and location of this meeting as convenient as possible for all attendees.

Please use the following addresses as it relates to sending the PE data:

Department of Financial Institutions  
Division of Credit Unions  
Attention: **EIC**  
P.O. Box 41200  
Olympia, WA 98504-1200  
Phone: **360-##-####**  
E-mail: **EIC@dfi.wa.gov**

Thank you for your efforts in preparing for the upcoming examination. Please do not hesitate to call the EIC or me at 360-902-0508 if you have any questions.

Respectfully,

*Jane Johnson*

Jane Johnson  
Financial Examiner Supervisor

**Department of Financial Institutions  
Division of Credit Unions**

**Summary of Information**

This information is the property of the Division of Credit Unions (DCU) and is received from the credit union for our confidential use.

Under no circumstances may any recipient of this examination information use, disclose, or make it public except as authorized by regulation. The law provides penalties for unauthorized use or disclosure of any such information, which is not otherwise publicly available. If any subpoena or other legal process is received calling for the production of such information, notify DCU immediately.

**Reports and information should be prepared as of the exam cutoff date.**

For each response, please indicate the contact person. Existing printouts, work papers, or reports generated by the institution are acceptable if they contain all requested information. Additional information may be requested during the examination.

Management may wish to discuss individual credit union report options with the Examiner in Charge (EIC) prior to the exam start.

Those items coded “**PE**” (**Pre-Exam**) are to be made available to the examiner 15 business days prior to commencement of the on-site work. **This information should be presented in an electronic form whenever possible.** All AIREs loan and share data will be uploaded at the credit union. **Do not mail or e-mail any AIREs loan and share data.** Hard copies can be used for data that cannot be transferred in an electronic form. Those items coded “**A**” (**Available**) should be ready for the examiners for review at the time of arrival.

If the credit union’s policies listed in the “Summary of Information” are in electronic form, please send them to the EIC.