

**STATE OF MINNESOTA**  
DEPARTMENT OF COMMERCE  
DIVISION OF FINANCIAL INSTITUTIONS

November 15, 2015

TO THE CREDIT UNION CHAIR:

Subject: Small Group Additions to your Field of Membership

The Minnesota Credit Union Protection Act, effective August 1, 2002, allows the addition of small groups to a field of membership without prior approval from the Department of Commerce. The small group must have a potential membership of less than 500. A subsequent bylaw amendment will be required to support timely written notice of the small group addition. The bylaw amendment must include the enclosed form, Minnesota Form 4015-EZ, and supplemental data to support your due diligence in accepting the group. The form will be available on our website at [www.commerce.state.mn.us](http://www.commerce.state.mn.us).

If there are questions, contact Marcia Armstrong Lewis, Chief Examiner at (651) 539-1709.

Sincerely,

*M. Shane Deal*

M. Shane Deal  
Deputy Commissioner

CFS:ls

**APPLICATION FOR FIELD OF MEMBERSHIP AMENDMENT  
MINNESOTA FORM 4015-EZ**

**USE ONLY FOR EXPANSIONS COVERING  
GROUPS OF 500 PERSONS OR LESS**

Attach a separate application for each group included in your request for expansion. The application must be complete or it will be returned unprocessed.

1. Name and address of credit union: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Name and address of group: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(If the group is an association, include a copy of the association's Charter/Bylaws or other equivalent organizational documentation.)

3. Provide the proposed field of membership wording: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. How many primary potential members (excluding immediate family and household members) are in the group: \_\_\_\_\_

5. Attach a letter, on letterhead stationery if possible, from the group requesting credit union service. This letter must indicate:

- that the group wants to be added to the credit union's field of membership;
- the number of persons to be added to the group's location(s);
- a petition signed by two persons representing a group of 30 or less, or 15 persons representing a larger group.

Name and title of credit union board-authorized representative (e.g., President/CEO):

\_\_\_\_\_  
Typed/Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date