

**State of Wisconsin
Department of Financial Institutions**



Office of Credit Unions
P.O. Box 14137
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TTY: 711
www.wdfi.org

Administrative List Instructions

After you have held the Organizational Meeting of your Board of Directors (which follows the Annual Meeting of your members), please complete the Administrative List for the current year and send it to the Office of Credit Unions at the address listed above or via email to DFI-OCU@dfi.wisconsin.gov.

Both the National Credit Union Administration and the Wisconsin Credit Union League have their own listing that they require also, but this information IS NOT shared between agencies, so it is important that this Administrative List be returned to our office.

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PROMPTLY notify the Office of Credit Unions of any changes made in the President/Manager, Treasurer, or Chairperson of the credit union any time *during the year.*

Changes affecting the directors, committee members, or employees need not be reported to this office. Also, our office needs to be made aware of any changes in the address of your credit union office or the location of your records.