



# How to Become a Select Employee Group

## Step #1:

### [Complete the Select Employee Group Request Form](#)

This form provides general information about your organization including business details, contact information, and staff specifics.

## Step #2:

### [Complete the SEG Request Letter on Your Letterhead](#)

Per the National Credit Union Administration, each business must formally request to become a SEG of CJFCU. To make this process simple, we've enclosed a Sample Letter. You may copy & paste this letter on your company's letterhead and fill in the required details.

## Step #3:

### [Submit Both Documents to Central Jersey FCU](#)

Once you complete the documents, you may email, fax, or drop them off at our branch.

**Email:**

[s.szabados@cjfcu.org](mailto:s.szabados@cjfcu.org)

**Fax:**

(732) 634-7965

**Drop Off:**

34 B Main Street  
Woodbridge, NJ 07095

**Questions?** Contact Shana Szabados at (732) 634-0600 ext. 4135

[join.cjfcu.org/seg](http://join.cjfcu.org/seg)



## SELECT EMPLOYEE GROUP INFORMATION

|                                                                                                                                                         |                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <input type="text"/>                                                                                                                                    | <input type="text"/> |
| COMPANY NAME                                                                                                                                            | COMPANY TAX ID #     |
| <input type="text"/>                                                                                                                                    |                      |
| COMPANY PHYSICAL ADDRESS                                                                                                                                |                      |
| <input type="text"/>                                                                                                                                    |                      |
| COMPANY WEBSITE                                                                                                                                         |                      |
| <input type="text"/>                                                                                                                                    | <input type="text"/> |
| PRIMARY CONTACT NAME                                                                                                                                    | EMAIL                |
| <input type="text"/>                                                                                                                                    | <input type="text"/> |
| PHONE NUMBER                                                                                                                                            | FAX NUMBER           |
| YEARS IN BUSINESS: <input type="text"/> # OF EMPLOYEES: <input type="text"/> FULL TIME <input type="text"/> PART TIME <input type="text"/>              |                      |
| PAY SCHEDULE: <input type="checkbox"/> WEEKLY <input type="checkbox"/> BI-WEEKLY <input type="checkbox"/> SEMI-MONTHLY <input type="checkbox"/> MONTHLY |                      |
| AUTOMATIC PAY METHOD: <input type="checkbox"/> DIRECT DEPOSIT <input type="checkbox"/> PAYROLL DEDUCTION                                                |                      |
| DOES YOUR COMPANY CONDUCT NEW EMPLOYEE ORIENTATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO                                           |                      |
| <input type="text"/>                                                                                                                                    | <input type="text"/> |
| PAYROLL CONTACT                                                                                                                                         | EMAIL                |
| <input type="text"/>                                                                                                                                    | <input type="text"/> |
| PHONE NUMBER                                                                                                                                            | FAX NUMBER           |
| <input type="text"/>                                                                                                                                    | <input type="text"/> |
| HUMAN RESOURCES CONTACT                                                                                                                                 | EMAIL                |
| <input type="text"/>                                                                                                                                    | <input type="text"/> |
| PHONE NUMBER                                                                                                                                            | FAX NUMBER           |

## Step #2:

### Complete the SEG Request Letter on Your Letterhead



**XYZ Company**

(Place on Business Letterhead)

#### **Date**

Central Jersey Federal Credit Union  
34 B Main Street  
Woodbridge, NJ 07095

To Michael G. Reilly:

**(Enter company name here)** is interested in becoming a Select Employee Group (SEG) of Central Jersey Federal Credit Union. We are located approximately **XX** miles from the Main Office. Our business address is: **(enter street address here)**. We presently employ **XX** full and **XX** part-time employees.

We look forward to offering our employees the opportunity of membership at Central Jersey Federal Credit Union.

I can be reached between the hours of **(enter business hours here)** at **(XXX) XXX-XXXX** if you require further information.

Thank you for your consideration,

**Name**

**Title**