



To become a member of BayPort Credit Union, the following information is required:

1. A completed membership application – see below for details
2. A copy of your Social Security card*
3. A copy of your unexpired Driver's License (or other valid unexpired government issued photo ID)*
4. A check or money order for \$5.00 or more. The minimum balance requirement of \$5.00 must remain in your savings account at all times, which will maintain your status as an BayPort Credit Union member. If you are also opening a checking account the required initial deposit is \$25.00.

**This information is also required for joint owners.*

Important Information about Procedures for Opening a New Account

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.

What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will identify you. We may also ask to see your driver's license and other identifying documents.

Application for Membership

Before completing the application, please review and choose one of the following:

[Account with Survivorship](#) – On the death of a party to the account, the deceased party's ownership in the account passes to the surviving party or parties of the account.

[Account with No Survivorship](#) – On the death of a party to the account, the deceased party's ownership in the account passes as a part of the party's estate under the party's will, trust, or intestacy.

Instructions for Completing Membership Application:

Section One – PRIMARY OWNER INFORMATION – Be sure to complete this section including your full name, street address, phone numbers, driver's license or ID number, social security number, email address and mother's maiden name. You do not need to complete the membership account number or teller ID, as these will be automatically entered upon the approval of your application.

Any joint owners must also complete the joint owner information in section one.

If no joint owner is desired, use the Account with No Survivorship application. Please place an "X" in the box in front of POD and complete the information listing your payable on death designation.

Section Two – OPEN NEW ACCOUNTS/SERVICES –If you do not have a savings account with BayPort Credit Union please write the word “savings” in the Savings Account area. If you wish to open a checking account with us, please write which checking account package (Classic, Personalized, Investment, Rewards) in the Checking Account area. All checking accounts will be set up with overdraft protection from savings.

Note – All applications must be verified through ChexSystems and are subject to approval.

Section Three – MEMBERSHIP ELIGIBILITY – Check one of the boxes to identify your account eligibility. For information on membership eligibility, please visit [our website](#).
If you qualify for membership by-

Your Community - complete the Employee-Group section by listing the city or county that you live, work, worship, volunteer, or attend school in and list which one of these qualifies you for membership. Ex. Newport News/Volunteer/Red Cross*

Your Family Member - enter the account number and your relationship to your sponsoring family member*

Your Employer - enter your employers name and address in the designated area

*If employed, please also include your employers name and address.

Section Four – ACCOUNT ACCESS – You may request a Checking Debit/ATM or ATM card to be issued by marking the appropriate box. (A Checking account is required for Debit/ATM card issuance.)

Signature – Be sure to sign and date your application. If you are including a joint owner, they must also sign and date the application. If you will be submitting the application by mail, **all signatures must be notarized**. The primary owner may visit any BayPort Credit Union Branch location to submit the completed application. If presented in person, notarization is not required. We cannot accept the signature form from the joint owner without the primary owner being present.

Once you have completed the above steps, you may mail in your application or stop by one of our convenient branch locations. Be sure to include the signed and notarized (if required) application, the photocopies of your Social Security Card and unexpired driver’s license (or other valid unexpired government issued photo ID), and your check or money order made payable to BayPort Credit Union. Upon receipt your application will be reviewed and processed and you will be mailed a new membership packet. If you opted to order an ATM or Checking Debit/ATM card and PIN number, these items will be mailed to you separately.

You may mail your membership application to:

**BayPort Credit Union
3711 HUNTINGTON AVE
NEWPORT NEWS, VA 23607
ATTN: MEMBER SERVICES**

For any questions regarding these or other services, please do not hesitate to call us at 757-928-8850 (800-928-8801 toll free) or visit us on the web (www.bayportcu.org).

Would you like to learn more about our other products and services?

- [Online Services](#) (eBranch, eStatement, Bill Payment, Online Credit Card Services)
- [Credit Cards](#)
- [Money Market Accounts](#)
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