

# Merger Package Checklist – NCUA 6301

## Contents of the Merger Package

- Detailed explanation of the reason for the merger.
- Proposed effective date of the merger.
- Current financial statements for both credit unions.
- Current delinquent loan summary for both credit unions.
- Current analysis of the adequacy of the Allowance for Loan and Lease Losses for both credit unions.
- Consolidated financial statement, including an assessment of the net worth of each credit union before the merger and the net worth of the continuing credit union after the merger.
- Explanation of any proposed share adjustment.
- Explanation of any provisions for reserves, undivided earnings, or dividends.
- Provisions for notifying and paying creditors.
- Explanation of any changes to insurance, such as life savings and insurance of member accounts.
- Copies of the merging and continuing credit unions' fields of membership.
- Information on where the members will be served. The location of the continuing credit union office(s) and/or plans to serve the members through the merging credit union's existing office(s).
- If the merging credit union has \$50 million or more in assets on its latest call report, a statement about whether the two credit unions intend to make a Hart-Scott-Rodino Act premerger notification filing with the Federal Trade Commission and, if not, why not.
- One primary contact person at both the merging and continuing credit unions and their mailing addresses, e-mail addresses, and phone numbers (for questions or notification of merger decisions).

- If the merging credit union is state-chartered and the continuing credit union is federally chartered, evidence that all assets and liabilities meet requirements of the Federal Credit Union Act.
- If applicable, evidence your State Supervisory Authority approves of the proposed merger.
- If the continuing credit union is nonfederally insured, proof that the accounts of the merging credit union will be accepted for coverage by the nonfederal insurer.
- If the continuing credit union is nonfederally insured or uninsured, a written statement from the continuing credit union that it “will fully comply with the requirements of 12.U.S.C. Part 1831t(b), including all notification and acknowledgment requirements.”

**Required Forms—Federal and State Chartered Credit Unions**

- NCUA 6302, Merger Resolution: Continuing Credit Union.
- NCUA 6303, Merger Resolution: Merging Credit Union.
- NCUA 6304, Merger Agreement – submit the proposed merger agreement addressing any share adjustments with the initial application. Submit an executed copy which is signed, dated, and notarized, after the effective date of the merger. Merging and Continuing Credit Unions.
- NCUA 6311, Probable Asset/Share Ratio Computation: Continuing Credit Union.
- NCUA 6312, Probable Asset/Share Ratio Computation: Merging Credit Union.

**Additional Required Forms—Merging Federal Credit Unions**

**For Federal credit unions merging into a federally insured credit union:**

- NCUA 6305A, Notice of Special Meeting of the Members on Proposal to Merge.
- NCUA 6306A, Ballot for Merger Proposal.

**For Federal credit unions merging into a nonfederally insured credit union:**

- NCUA 6305B, Notice of Special Meeting on Proposal to Merge and Convert to Nonfederally Insured Status.
- NCUA 6306B, Ballot for Merger Proposal and Conversion to Nonfederally Insured Status.

**For Federal credit unions merging into a credit union with no deposit insurance:**

- NCUA 6305C, Notice of Special Meeting on Proposal to Merge and Terminate Federal Insurance.
- NCUA 6306C, Ballot for Merger Proposal and Termination of Federal Insurance.