



**APPLICATION TO ESTABLISH A BRANCH**  
NORTH DAKOTA DEPARTMENT OF FINANCIAL INSTITUTIONS  
CREDIT UNION DIVISION  
SFN 7391 (1-2025)

1200 Memorial Hwy  
Bismarck, ND 58504  
Telephone (701) 328-9933  
Fax Number (701) 328-0290  
Email: [dfi@nd.gov](mailto:dfi@nd.gov)

Name of Credit Union		Date	
Address	City	State	ZIP Code

**PART I. GENERAL INFORMATION**

1. Estimated number of current members that will use branch facility	2. Estimated number of potential members that will use branch facilities
3. Principal office is located <input type="checkbox"/> Off <input type="checkbox"/> On sponsor's premises;	Principal office is <input type="checkbox"/> owned by credit union <input type="checkbox"/> in rented space
4. Proposed Branch Office Address	Size (Square Footage)
5. Distance from Principal Office	
6. Present Field of Membership	
7. Statement of contributing factors considered by management to be in support of the establishment of the proposed branch office	
8. Branch Office Hours of Operation	
9. Describe Security Measures	
10. Name and Qualifications of Manager (if known)	
11. Branch Office Services to be Offered	
12. Describe method by which daily transactions will be transmitted to principal office	

**PART II. FINANCIAL IMPACT ON PROPOSED BRANCH**

It is incumbent that the applicant demonstrate to the State Credit Union Board that the proposed branch would not have an overly detrimental effect on the consolidated operation of the applicant. In that regard, the applicant should provide estimates of anticipated activity at the proposed branch as follows:

1.	OPERATING EXPENSE:	YEAR 1	YEAR 2	YEAR 3
	Occupancy Expense:			
	Rent*/Depreciation** on Facility			
	Heat, Lights and Power			
	Telephone			
	Repairs and Maintenance			
	Taxes and Insurance			
	Other Occupancy Expense			
	Gross Occupancy Expense			
	Less: Rental Income (if any)			
	Net Occupancy Expense			

\* If leased

\*\* If owned

<b>OPERATING EXPENSE (continued):</b>	<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>
Other Operating Expense:			
Salaries and Benefits			
Furniture, Fixtures, and Equipment (rent*, depreciation**, maintenance, etc.)			
Legal			
Postage			
Data Processing			
Miscellaneous			
Total Other Operating Expense			
<b>TOTAL OPERATING EXPENSE (Sum A and B)</b>			

\* If leased

\*\* If owned

2.	<b>ANTICIPATED VOLUME OF:</b>	<b>AVERAGE DURING</b>		
		<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>
	Deposits (all types)			
	Loans (all types)			
	Staff (all types)			

3.	<b>ANTICIPATED REVENUES AND EXPENSES:</b>	<b>AVERAGE DURING</b>		
		<b>YEAR 1</b>	<b>YEAR 2</b>	<b>YEAR 3</b>
	Gross Income from all Sources			
	Less: Operating Expenses (from Section 1)***			
	Net Operating Income			
	Less: Interest and Dividend Expense			
	Net Income (before reserve transfer)			

4.	<b>ANTICIPATED COST OF:</b>
	Facility (if owned)
	Leasehold Improvements
	Furniture, Fixtures and Equipment

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\*\*\*\* Should include anticipated charge-offs, net of recoveries.

\*\*\*\* Should include such items as architect's fees, site preparation, paving, landscaping, etc.

**PART III. EXPRESS NEED**

As authorized by North Dakota Administration Code, any North Dakota state-chartered credit union may establish a branch facility subject to the approval of the State Credit Union Board or to the commissioner. North Dakota Administrative Code 13-03-15-04(2)(c) states that the State Credit Union Board, when considering a branch of the credit union, shall consider the expressed need in the branching area. It is incumbent upon the applicant to demonstrate the expressed need in the branching area, and, provide as a part of this application, please demonstrate the expressed need for the branch.

**PART IV. CERTIFICATION**

We hereby certify and declare the information included in this application and all attachments hereto to be true and correct to the best of our knowledge and belief. We agree to comply with the provisions of all laws and all rules promulgated by the State Credit Union Board applicable to branch offices.

Signed for the Board of Directors (Chairman)	Date
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The following additional information is attached in support of this application:

- a. Copy of board minutes supporting decision to establish a branch office.
- b. Copy of proposed building plans and/or contractual agreements.
- c. Copy of the credit union's most recent financial statement and schedule of delinquent loans as of the same date.
- d. Copies of Notice of Publication(s).
- e. Application fee is \$300.00. Check to be made payable to the Department of Financial Institutions.

If space provided is insufficient, attach additional sheet(s)

RETURN TO: State Credit Union Board  
Department of Financial Institutions  
1200 Memorial Hwy  
Bismarck, ND 58504

The State Credit Union Board certified at their meeting:

Date of State Credit Union Board Meeting	Application for the establishment of a branch <input type="checkbox"/> Granted <input type="checkbox"/> Denied
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State Credit Union Board Secretary
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