

Thank you for using the “Annual Report of Directors and Committee Members” program (formerly known as the CU125/Oath of Directors) to enter the information needed to prepare the Report. **Please be assured that all information you provide is strictly confidential and will not be shared or distributed.** For the initial completion you will find that only the Board of Directors and Committee members are pre-populated. However, for subsequent updates and submissions, most data will be pre-populated, and you will only need to update information as necessary.

### **Important Points/Changes:**

- **Signature Page** - Before your Organizational and/or Annual Meeting, you can print a blank Signature Page. The Signature Page can be found on our web page, directly under the “Annual Report of Directors and Committee Members” Link. **NEW THIS YEAR:** Signatures of all Board AND COMMITTEE MEMBERS (if not on the board), MUST BE OBTAINED, to verify that they have read and understand the “Oath of Directors and Committee Members” as stated at the top of the Signature Page. You do not have to submit the signature page to this office, but must maintain it with the Minutes of your Organizational Meeting.
- **Save & Close Button** - If you start the form and wish to finish at another time, you may Save & Close the program by clicking the “Save & Close” Button and the data entered/updated will be retained. However, this only saves the information you have entered, it does not submit the report to our office.
- **Mandatory Fields** - Items marked with a red \* are mandatory fields and must be completed.
- **Errors** - The program is designed to validate information (check for errors and compliance with regulations). If any error messages appear, you must correct them before you can continue. Click “Previous” to go back to make corrections to prior screens.
- **Print** - Upon completion, you will see a Review and Finalize page. Once all data is confirmed correct, if you wish to have a printed copy, you should print BEFORE you finalize the information. The “Print/Review” button is in the upper right hand corner of the Review and Finalize page. (Depending on the settings of your computer, you may have to use the horizontal scroll bar to see the “Print/Review” button.) Once you click on the “Print/Review” Button, the CU125 Form will pop up in a new window and the “Print” Button will be located at the top.
- **Finalize** (submit) – **IMPORTANT** - Upon completion you will see a Review and Finalize page. Please review all data to ensure information is correct. Once all data is confirmed correct, you must click on the “Finalize” button for the data to be electronically submitted to our office. Your report must be completed and Finalized within 30 days of your Organizational Meeting to avoid any late filing fees. You should receive an email confirmation within 2 business days that your report has been submitted. If you do not receive confirmation, please contact our office.
- **Vacancies** - For any Board or Committee Member resignations that haven’t been appointed a replacement - enter in #8 - “Vacancies” the number of vacancies on the Board (if applicable) and also the “Vacancies” on each Committee screen that he/she was a member. Next go into the Board/Committee Members Screen, click on the icon to edit the Member’s information, change any applicable Position (Board and any Committees) to “Not a Member” for each position the person is resigning from. Then scroll to the bottom and enter the date the person resigned (Inactive). However, if the person is resigning from the Board but remaining on a Committee (or vice versa) do NOT enter an Inactive Date. Once all information has been updated, Review (Print if desired) and “Finalize” the Report.
- **Account Numbers** - are no longer required to be provided to this office. However, keep in mind that ALL Board and Committee Members must own at least one share in the Credit Union before serving on the Board or on a Committee.
- **Manual Submission** - a hard copy report is also no longer required. **However, you must retain the Signature Page with all Board and Committee Member signatures, with the Minutes of the Organizational Meeting.**

- **Updates** - If you find you need to make changes or updates after submitting, or throughout the year, you will select the “Start” option and then “Update” for the correct year, make the needed changes, (Print if desired) and “Finalize”. This eliminates the former “CU 125B Form”. For any new Board or Committee Member appointed, you will also need to print a “Signature Page” and obtain their signature(s) and the Signature Page should be retained in your files.
- **Each Quarter** – When you update your NCUA Online Profile, you will also be requested to review, update (if needed) the Annual Report of Directors and Committee Members. If any updates are made, you will need to “Finalize” (resubmit) to our office.
- **Questions?** - If you have any problems or questions while completing the report, please contact the Credit Union Section at 217-782-2834 or [FPR.CreditUnion@Illinois.gov](mailto:FPR.CreditUnion@Illinois.gov)

Please disregard the “Checkout” located at the top right corner of the log-in screen – no fees are required for this Report.