

2018 SUMMER INTERNSHIP PROGRAM

VERY IMPORTANT: FOLLOW THE STEPS TO OPEN YOUR ACCOUNT AT **SOUTH FLORIDA EDUCATIONAL FEDERAL CREDIT UNION**. FAILURE TO COMPLETE YOUR APPLICATION BY THE **MAY 1ST** DEADLINE WILL CAUSE DELAYS AND MAY PREVENT YOU FROM BEING PAID.

1. **What do I need to open my account with South Florida Educational Federal Credit Union?**
 - A minimum deposit of \$5 (payable during your first Credit Union branch visit or when a Credit Union representative is attends your school. Your teacher will have the scheduled dates).
 - Student's Social Security card – This can be the original, a copy or a photo (on a smart phone).
 - Student's School ID Number
 - One of the following valid, non-expired form of identification listed below:
Florida Driver's License, Florida State Identification, U.S. Passport, Resident Alien Card or Military ID

2. **How do I open my SFEFCU summer intern account?**
 - a) Go to www.sfecu.org/2018internship and complete the online application.
 - b) Print the application.
 - c) Bring it with you to your scheduled account opening day at your school or open your account at one of the SFEFCU's seven branches or your high school branch. (Locations are on the back).

3. **You will need the following information to complete your application.**
 - Beneficiary Information (This is the person(s) who will receive your money left in your account in case of your death, example: parent, sibling, etc.)
 - o Their Full Name **and** Date of Birth (mm/dd/yyyy)
 - o Address (including city, state and zip code)
 - Your Mother's Maiden Name (mother's last name at birth)

4. **When will I receive my Account, ATM or Debit Card information?**
Usually within 7-10 business days after your account has been successfully opened.

5. **How can I access my accounts?**
Once you have money in your account, you can make FREE withdrawals at any Publix ATM or a SFEFCU branch. You can use most any ATM machine but most other ATMs will charge a fee.

6. **What should I do with the Internship Direct Deposit Form in my new account packet that I received in the mail?**
*Give the form to your lead/champion teacher by **May 15, 2018 or your payroll may be delayed.***

7. **What if I lost my Internship Direct Deposit Form?**
Go to a Credit Union branch and have the form reprinted, then take it to your lead/champion teacher. You will need to show proper identification at the Credit Union.

8. **Can I use my account before I start my internship?**
*Yes, you will have access to your account the minute you make a deposit.**

9. **What happens if I miss the account opening deadline?**
Your paycheck will be delayed until the next scheduled pay day.

10. **Who do I contact if I have questions regarding internship assignments, internship placements or payroll?**
*Career & Technical Education (CTE) at: **305-693-3005**, internship@dadeschools.net or visit <http://dcte.dadeschools.net/parent.html>*

11. **Who do I contact to find out if my account has been opened or for the status of my ATM/Debit card?**
*South Florida Educational Federal Credit Union at: **305-270-5239**.*

*One of the required identifications (listed above) must be presented when conducting financial transactions and/or adding products to your account.