



ASSOCIATION OF INDEPENDENT CONSUMER CREDIT COUNSELING AGENCIES

REQUIRED MEMBERSHIP DOCUMENTS CHECKLIST

- _____ Provisional Membership Application
- _____ Supplemental Membership Application Data
- _____ Certification Letter
- _____ Evidence of 501(c)(3)
- _____ Copy of Certificate of Incorporation
- _____ Copy of State License (if required in the state in which you do business)
- _____ Copy of Surety Bond (if required by the state in which you do business)
- _____ Copy of Employee Dishonesty Bond/Insurance
- _____ Copy of 1st page of your lease or proof of ownership
- _____ Contract or Enrollment Agreement used for clients
- _____ Copies of Media Advertising (if any)
- _____ Copies of Yellow Page Ads (if any)
- _____ Copy of 1st five pages of your prior year form 990
- _____ Letter from bank certifying that client funds are kept in a Trust Account in a bank that is FDIC insured or equivalent
- _____ List of Directors or Trustees (Including Name, Address, and Phone Numbers)
- _____ Current year Dues
 - \$500 Minimum
 - or
 - 1/2% Prior Year Form 990 Total Expenses
 - or
 - \$10,000 Maximum

Note:

- Counselor Certification (Required within 18 months of joining AICCCA)
- Agency Accreditation (Agency member must comply within 18 months of joining AICCCA)
- Send four (4) copies of materials to AICCCA