



FIDELITY NATIONAL INFORMATION SERVICES

Statement Processing Work Order

Please complete the following Laser Statement Processing Work Order and verify all information is correct. Fax the completed order to Mercury Professional Services at 801-575-5139. In order to guarantee accuracy and timely completion of your order, we must have this order faxed back to us no later than 5 business days before the end of the month. If you have questions, please contact Mercury Professional Services at 800-998-4357 or services@fnis.com

Credit Union: _____ Client #: _____

Printing Information:

Processing Period: Monthly Quarterly Semi-Annual Annual

Starting Date: _____ Ending Date: _____ Is this a supervisory or audit statement run? _____

Include Credit Union Logo: Yes No (default)

Include NCUA Logo (appears on page 1 only): Yes No (default)

Display Icons: Yes (default) No

Sort Order (Chose One):

- Zip Code then Account (default)
 Account Number
 Last Name
 Department then Account
 Department then Name
 Mail Group then Account
 Mail Group then Name
 Zip Code then Name

*** Please do not add a separate piece of paper to the work order. Enter your statement request on the provided work order pages. If you have more than one run, work orders can be found at www.mercurydelivers.com/support/documentation One Run per Work Order (3 pages) ***

Display Joint Accounts: Yes (default) No

Generate Statements For:

- All Members, All Accounts (default)
 Members w/Draft Activity
 Members w/Draft and/or EFT Activity
 Members w/out Draft Activity
 Members w/out Draft and/or EFT Activity
 Members w/ Credit Cards

Switch: Enter the number of the member switch to include or exclude (only 1 switch can be included or excluded). Switch# _____ Switch: (Circle One) Include Exclude

*** Please note - The Credit Union is responsible for ensuring the accuracy of the statement message and Credit Union or Auditor's return address. All statement messages must be added by the Credit Union before data is sent for processing. Auditor information MUST be included on page 2 of this workorder. Mercury Client Services is not responsible for missing information i.e. statement message and Credit Union or Auditor's return address. ***



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Shipping/Mailing Instructions for Statements:

Mail Statements direct to members

Envelopes provided by: Credit Union Fidelity IFS Auditor

Note: Fidelity IFS Envelopes are double-window and will be billed to the credit union at \$0.05 per envelope. Please ship credit union custom envelopes to:

Progressive Direct Mail
2089 West 2300 South
S.L.C. Utah 84119

Return Statements to Credit Union in bulk

How would you like them returned?

Flat Folded Folded and Stuffed in Envelope Folded, Stuffed and Sealed

Please ship statements: 2 day Standard Next Day Afternoon Delivery Next Day Morning Delivery

Note: The credit union will be billed for actual shipping costs. If you require a different method of shipping other than FedEx, please indicate in the *Special Requests* box below.

What address would you like the statements shipped to?

Special Requests for Shipping Statements or Audit/Supervisory Name and Address:



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Statement Banner*:

Banner Title or description	Filename	Add to Statement by Zip Code? Circle Yes or No	If adding to statement by Zip Code, list zip code ranges
1:		YES NO	

***Note:** Statement Banner must be in .JPG, .DOC (Word document) or PDF format. Size should be 8" wide by 2" high or less.

Insert Information:

How many inserts are to be included with your statements (2 are included in pricing)? (the statement banner does not count) _____

Title of Insert	Expected arrival date at Progressive?	Return extra inserts to the credit union? (Yes/No)
1:		
2:		
3:		

Note: Inserts must be shipped to the following address:

Progressive Direct Mail
2089 West 2300 South
S.L.C. Utah 84118

Shipping/Mailing Instructions for inserts:

Return Extra Inserts to Credit Union in bulk

Recycle Extra Inserts

Special Requests for Shipping Inserts:

*** Fidelity is not responsible for non-processed work orders do to illegible work orders, non-completion of work orders or missing pages. Work orders that are illegible or missing information will be returned for completion by the Credit Union. This may cause a delay in processing your order. Physical Media will not be returned to the Credit Union. Credit Union is responsible for shipping and handling fees. ***

Please verify the accuracy of the above information then sign and date below. You should keep a copy of this order for your records.

Signature

Date

Please fax to: Mercury Professional Services at 801-575-5139 as soon as possible.
If you have questions, please call us at 800-998-4357 or email us at services@fnis.com