SETTING UP A VACUPAC PAYROLL DEDUCTION PROGRAM USING CUNA’S CUTS PROGRAM

CUNA’s CUTS (CULAC Upload and Transfer System) is an application that allows you to upload your completed Contributor Information Template and transfer the contributions electronically at the same time and at no cost.

Before you sign up, please make sure you have signed the [Solicitation Agreement](http://www.vacul.org/content/download/8482/59839/STEP_1_PTS_form.pdf) and mailed a copy to the Virginia Credit Union League.

Remember that Virginia-based credit unions using the CUTS system split the donations 50‐50 between the federal PAC, CULAC, and the state PAC, VACUPAC. You will have to designate that split when you sign up.

This is a free program. CUNA absorbs the administrative costs. Some credit unions believe this system is easier to administer than using a general ledger for payroll deduction. Your choice!

Getting Started:

Request your CUNA username and password [here](http://www.cuna.org/CUTS) – if you do not already have one.

1 Log‐in to <http://www.cuna.org/CUTS>.

2 Download the Contributor Information Template

3 Read instructions in the “Read Me First” tab.

4 Enter all contributor information into the template

5 Save the template on your computer, then click Upload Spreadsheet and follow the quick and easy prompted steps to complete the transaction. An e‐mail confirmation will be e‐mailed to the account holder upon completion of the transaction. The complete transaction will post to CUNA’s account within 5‐6 business days.