

# Opening An Individual Certificate

## STEP 1:

- To open a new Individual Time or Advantage Certificate, complete the Individual Investment Application.

[CLICK HERE](#)

- One-time investments via ACH Forms required, please read thoroughly.
- Recurring investments via ACH forms required, please read thoroughly.

[CLICK HERE](#)

## STEP 2:

- Email the necessary forms to [fs@cogbfs.org](mailto:fs@cogbfs.org)  
Or fax to 904-574-9871.  
Ensure that your application is complete.

## STEP 3:

If mailing in a check please complete the EFT form and select ONE TIME: CHECK ENCLOSED. Mail check payable to: COGBF FS, Inc. 2409 Old Middleburg Road N. Jacksonville, FL 32210

## CHECKLIST

- Individual Investment Application
- EFT authorization for ACH- debiting funds directly from your bank account
- One time or recurring funds for ACH- debiting funds directly from your bank account.