

SWITCH KIT CHECKLIST

Step 1: Get Organized

- Open a Telco Triad Community Credit Union Account.
- Review your last few statements from your other financial institutions(s) and identify all automatic payments and automatic deposits. Use the **Automatic Payment and Deposit Checklist** in this kit to keep you organized.

Remember: Not all automatic payments that you have previously established occur on a monthly basis. For example, insurance payments, some utilities and federal and state tax returns/payments can occur on irregular intervals such as bi-monthly, quarterly or even an annual basis.

Step 2: Move Your Direct Deposit & Automatic Payments

- Prepare to move your direct deposit by completing the **Direct Deposit Transfer Letter*** included in this kit.
- To transfer social security deposits you can either call Social Security Administration or go to www.ssa.gov.
- Set up new automatic payments by using the **Automatic Payment Transfer Letter*** or by using our bill pay services in online banking. If you are setting up more than one payment, print or make additional copies of the **Automatic Payment Transfer Letter*** for each automatic payment.

**You may be asked to fill out an additional form by the company making the automatic payment/deposits.*

Step 3: Close Your Old Account

- Confirm all pending withdrawals have cleared your old account(s) and confirm all automatic payments have been transferred to your new account(s).

Reminder: Leave sufficient funds in your former account(s) to cover any outstanding checks or pending automatic payments.

- Complete the **Account Closure Request Letter** and send it to your former financial institution. (Some financial institutions may require you to fill out additional forms). If your account is an interest-bearing account, request to have your accrued interest be paid prior to closing or wait for the quarter to end.
- Destroy any unused checks, ATM/debit and credit cards, and deposit slips associated with your former account(s).
- Start using your new Telco Triad Community Credit Union account for all your deposits and payments.

Step 4: Keep Copies For Your Records

- Remember to keep a copy of all documents, letter and forms for your personal records.

Step 5: Transfer Other Accounts and Loans

- Consider making your financial life less complicated by transferring other accounts to Telco Triad CCU. We offer a complete line of financial products including mortgage services. With all of your funds in one place, managing your money will be easier.
- Call us a 712-252-4368 or visit one of our branches and we will be happy to assist you.

AUTOMATIC PAYMENT & DEPOSIT CHECKLIST

Use this checklist to ensure you do not forget to switch any important deposits/payments to your new Telco Triad Community Credit Union account.

Automatic Payment Checklist

Payment	Company	Account #	Date of Payment
Mortgage/Rent			
Auto Loans			
Insurance			
• Life			
• Home Owners			
• Car			
• Pet			
• Other			
Credit Cards			
Gas/Oil			
Electric			
Cable/Streaming Service			
Telephone			
Cell Phone			
Water/Sewer			
Garbage			
Internet Provider			
Health Club			
Investments			
IRA/Retirement			
Charities			
Daycare			
Other			

Automatic Deposit Checklist

Payment	Company	Account #	Date of Payment
Employee Payroll			
Pension/Retirement Plans			
Social Security			
Investment Outcomes			
Child Support			
Other			

 Remember to update your online accounts and apps with your Telco Triad CCU debit card.

DIRECT DEPOSIT - TRANSFER LETTER

Complete this form for every company initiating a direct deposit to your account. Then give this signed form, along with a voided check from your new Telco Triad Community Credit Union account, to the party making the direct deposit.

 New Direct Deposit Change Existing Direct Deposit

Company Information:

Company Name: _____ Address: _____

City: _____ State: ____ Zip: _____ Phone #: _____

Your Information:

Name: _____ Employee ID #/Account #: _____

Social Security #: _____

Address: _____

City: _____ State: ____ Zip: _____ Phone #: _____

Telco Triad Community Credit Union Information:

Routing Number: _____

Joe Smith 1234 Anystreet Court Anycity, AA 12345	1 2 3 4	
Pay to the order of _____	<input type="text"/>	
_____ Dollars		
123456789	123456789123	1234
Routing Number	Account Number	Check Number

Deposit Information:

Note: You can route your direct deposit to more than one account, if your employer allows.

1. Telco Triad Community Credit Union

 Checking Savings

Account Number: _____

Amount \$ or % (circle one): _____

2. Telco Triad Community Credit Union

 Checking Savings

Account Number: _____

Amount \$ or % (circle one): _____

I authorize _____ (employer/company) to make deposits directly to my Telco Triad Community Credit Union account(s) as indicated above, and authorize the credit union accept such deposits.

Your Signature: _____ Date: _____

AUTOMATIC PAYMENT - TRANSFER LETTER

Complete this form for every company initiating a withdrawal from your account. Then give the signed form, along with a voided check from your new Telco Triad Community Credit Union account, to the party making the withdrawal.

New Automatic Payment Change Existing Automatic Payment

Company Information:

Company Name: _____ Address: _____

City: _____ State: ____ Zip: _____ Phone #: _____

Your Information:

Name: _____

Address: _____

City: _____ State: ____ Zip: _____ Phone #: _____

Telco Triad Community Credit Union Information:

Routing Number: _____

Account Number: _____

Please withdraw funds from my:

Savings Account Checking Account

Joe Smith		1 2 3 4
1234 Anystreet Court		
Anycity, AA 12345		
Pay to the order of _____		<input type="text"/>
_____ Dollars		
123456789	123456789123	1234
Routing Number	Account Number	Check Number

I authorize _____ (biller/company) to make withdrawals from my Telco Triad Community Credit Union account(s) as indicated above, and authorize the credit union to process such withdrawals.

Your Signature: _____ Date: _____

ACCOUNT CLOSURE REQUEST

Name of Former Financial Institution: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone #: _____

To Whom It May Concern:

Please accept this letter as my authorization to close the accounts listed below effective as of _____ (date). To the best of my knowledge, all transactions including ATM/Debit Card, automatic deposits/payments and checks written have posted to the following accounts.

Please close the account(s) noted below and mail the balance and any interest earned to the address below.

Former Account Number: _____

Former Account Number: _____

Former Account Number: _____

Former Account Number: _____

Customer Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone #: _____