

# Helpful Hints for Switching your Account

## Switching your account can be **Quick & Easy**

Our goal is to make switching your accounts as quick and easy as possible. These instructions provide useful information to help you make the transition. If you have any questions, please don't hesitate to visit your local branch or call us for assistance at 765-453-4020 or 800-999-5894.

### Step 1 *Gather* Information

Review your account statements to identify all forms of automatic payments to and withdrawals from your former account. You may want to review several past statements as some companies may withdraw funds quarterly.

Have your account information on hand:

New Financial Institution Name: \_\_\_\_\_

New Routing Number: \_\_\_\_\_

New Account Number: \_\_\_\_\_

Old Financial Institution Name: \_\_\_\_\_

Old Routing Number: \_\_\_\_\_

Old Account Number: \_\_\_\_\_

(The financial institution's routing number is the first 9 numbers printed on the bottom of your personal checks.)

### Step 2 *Transfer* Direct Deposits

Direct deposit ensures your funds are available without making an extra trip to the credit union to deposit your checks and typically your money is available faster.

Direct Deposit(s)

Employer Deposit / Paycheck

Military Checks

Child Support / Court Ordered Deposit

Social Security Benefits 1-800-772-1213

GM Pension (Fidelity) 1-800-489-4646

Delphi Pension (PBGC) 1-800-400-7242

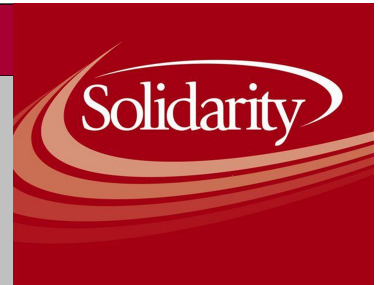
Chrysler Pension - dashboardanywhere.com

Other \_\_\_\_\_

Complete and mail the *Direct Deposit Authorization Form* (Page 2) to each company that deposits money into your account and notify them of your new account number(s).

Please note that many companies that make direct deposits to your account may require a voided check. To void a check, simply write VOID in large letters across the entire face of a blank check.

# Direct Deposit Authorization Form (Step2)



Employer or Addressee Name and Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

You are currently depositing my check to the following account:

Financial Institution Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Effective \_\_\_\_\_ (Date), please stop making deposits to the above account and instead send them to:

Financial Institution Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Checking Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_

Savings Account Number: \_\_\_\_\_ Amount: \_\_\_\_\_

I hereby authorize my employer or the addressee to initiate entries to my account as indicated above. If funds that I am not entitled to are deposited into my account. I authorize the addressee to direct my financial institution to return said funds. This authorization is to remain in effect until the company has received timely written notice from me of termination or until the company has sent me ten days written notice of termination of this agreement. I understand I am responsible for the validity of the information on this form.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

# Helpful Hints for Switching your Account

## Step 3 <sup>Change</sup> Automatic Withdrawals

Review past account statement and make a list of all the companies or organizations that are automatically deducting payments from your account. Contact the companies or organizations and notify them of your new account.

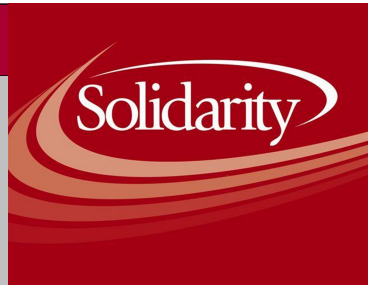
- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Insurance       | <input type="checkbox"/> Telephone / Cell Phone       | <input type="checkbox"/> Newspaper         |
| <input type="checkbox"/> Mortgage / Rent | <input type="checkbox"/> Electricity                  | <input type="checkbox"/> Investments       |
| <input type="checkbox"/> Auto Loans      | <input type="checkbox"/> Cable / Satellite / Internet | <input type="checkbox"/> Charitable Causes |
| <input type="checkbox"/> Credit Cards    | <input type="checkbox"/> Water / Sanitation           | <input type="checkbox"/> Other: _____      |
| <input type="checkbox"/> Gas             | <input type="checkbox"/> Trash Removal                | <input type="checkbox"/> Other: _____      |

In many cases you can change your billing information online or by phone. To change an automatic payment by mail, use the **Authorization to Change Automatic Payment Form**.

## Step 4 <sup>Close</sup> Your Old Account

Once your last check, automatic withdrawal, and/or automatic payment has cleared, contact the financial institution to close your old account. Remember to destroy all remaining checks, ATM/debit cards and deposit slips.

# Authorization to Change Automatic Payment Form (Step 3)



Company Name and Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Today's Date: \_\_\_\_\_

To Whom It May Concern:

You are currently withdrawing \$ \_\_\_\_\_ (enter amount or "balance due") to pay for account number \_\_\_\_\_ (company account) on \_\_\_\_\_ (date or frequency) from the following account:

Financial Institution Name: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

## Please stop making withdrawals from the above account.

Effective \_\_\_\_\_ (date), please start making automatic withdrawals from my new account:

New Financial Institution Name: \_\_\_\_\_

New Routing Number: \_\_\_\_\_

New Account Number: \_\_\_\_\_

Effective \_\_\_\_\_ (date), please cancel all automatic withdrawals. I will use bill pay or send you a check to make future payments.

If you have questions about this request, please contact me.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_