

Switch Kit

Save time with our handy switch kit! We've gathered all the forms and information you'll need to quickly and easily consolidate your accounts to one financial institution.

1. Grab your old checkbook and your most recent bank statement from your old account.
2. Review the Quick Switch Payment Checklist to see who has access to your previous account via automatic payments and direct deposits.
3. Complete the Account Switch Forms to redirect each of your automatic payments and direct deposits to your new EFCU account.
4. Fill out the Account Balance Worksheet so you know how much you have to transfer to your new account
5. Complete and sign Existing Account Closing Forms to close your old accounts.

Quick Switch Payment Checklist

Now that you're an Evansville Federal Credit Union member, you need to make sure that your automatic payments and direct deposits are redirected to your new EFCU account. Using the checklist below and the most recent statement from your old account, you can quickly see who has access to your accounts via automatic payments and direct deposits.

Deposits	Merchant/Account Number
Government Deposit (e.g., Social Security)	
Brokerage Deposits (e.g., dividends, interest)	
Transfers from other bank accounts (e.g., savings to checking)	
Child Support or other court-issued deposits	
Other	

Utilities Automatic Payment	Merchant/Account Number
Gas	
Electric	
Local/Long Distance Telephone Service	
Water	
Cable or Satellite TV	
Other	

Other Payments	Merchant/Account Number
Loans(e.g., car, equity, credit card)	
Mortgages	
Child support or court-issued payments	
Internet Service	
Brokerage – automatic investments	
Account Transfers to other bank accounts	
Insurance	
Other	

Using list above, you can easily redirect the payments and deposits to your new EFCU account. Just fill out the Account Switch Form on the following page to each of the businesses or merchants that have access to your previous account. Remember to attach a voided check from your new EFCU account!

If you receive a federal benefit via direct deposit, contact EFCU to ensure the switch of these funds to your new account.

Account Switch Form

To: _____

Date: _____

Please redirect my:

- Direct Deposit
- Automatic Payment

Effective:

- Immediately
- Beginning ____/____/____

My new account information is listed below:

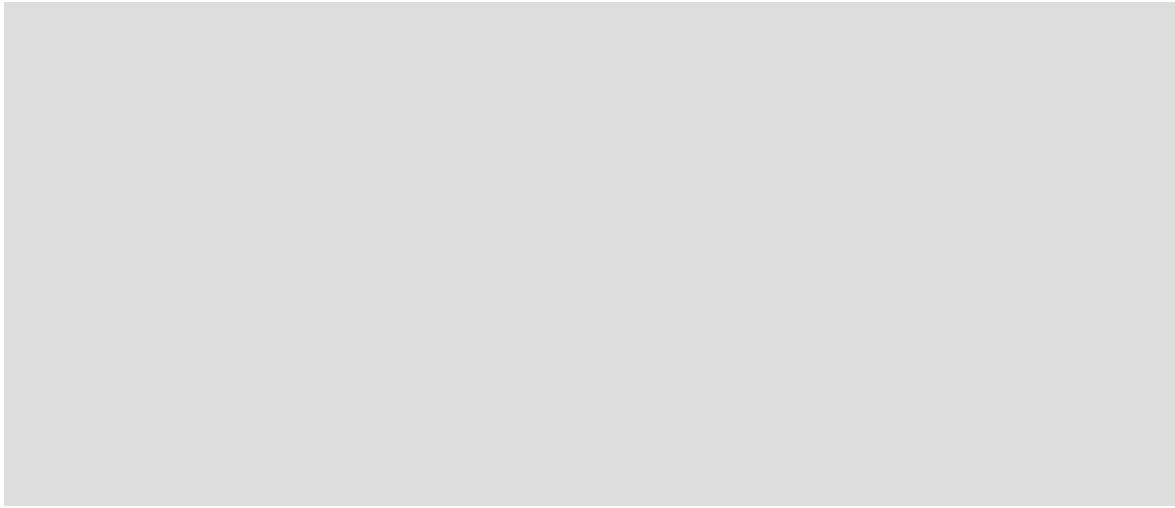
Member Number	286377764 Evansville Federal Credit Union Routing Number
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Signature	Date
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Print Name	Phone Number
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Optional: Please allocate ____% of my paycheck into my savings account # _____

Attach voided check here:



Account Balance Worksheet

Let us help you balance your old account! Simply fill in the worksheet below and be as accurate as possible. After you're finished with this worksheet and have set up your new accounts, you no longer need to use your old account! Remember to hold on to this worksheet for your records.

Note: All pending transactions must be cleared before the account is closed.

1. Your current balance on your current checking statement. \$ _____
Current Statement Balance

2. List deposits that do not appear on your statement.

Date	Amount
_____	_____
_____	_____
_____	_____
_____	_____

+ \$ _____
Total Step 2

3. Subtotal by adding Steps 1 and 2. = \$ _____
Total Steps 1 & 2

4. List outstanding checks, transfers or withdrawals that do not appear on your statement.
(Include any debit card purchases, ATM withdrawals, automatic debits and any other fees.)

Date	Amount
_____	_____
_____	_____
_____	_____
_____	_____

+ \$ _____
Total Step 4

5. Subtract Step 4 from Step 3.
This amount should match your checkbook register balance. = \$ _____
Current Account Balance

Now that you know your account balance, you can close your old account. Simply fill out the Existing Account Closing Form on the following page and mail it to your current financial institution.

Existing Account Closing Form

To: _____

Date: _____

Please close my account described below effective _____ as indicated.
(Date)

Name(s) on Account

Name(s) on Account

Account Number

Type of Account

\$ _____
Balance

Please prepare a cashier's check for the balance of my account payable to:

Account Holder Name

And mail the check to the following address:

Customer Address

City State Zip

If you have any questions, please feel free to contact me at: (_____) _____

Thank you for your assistance!

Customer Signature Date

Joint Account Holder Signature Date