

## *Switching Your Checking Account Has Never Been Easier*

- 1. Open up your new accounts.** Your first step is to open your new LDFCU shares account. Once this account is in place, you have access to all of our benefits and other accounts, including totally free checking and low cost loans.
- 2. Close out your old accounts.** Be sure to leave your old accounts active long enough to allow outstanding checks and automatic withdrawals to clear. Leave enough money in place to cover these transactions. This process may take several weeks. Once you're sure that the old accounts are inactive, you can ask your previous financial institution to send you the balance from that account. For your convenience we have provided "Request for checking account change" form that can be found below. Once the process has been finalized go ahead and destroy your old checks, ATM/debit cards and deposit slips.
- 3. Switch over your automatic transactions.** Fill out the "authorization for direct deposit change" and the "authorization for automatic payment change" found below to help you contact the companies and financial institutions which handle your automatic deposits and withdrawals. We'll be happy to help you with any of these forms.

Use the following checklist to keep track of the people you may need to contact regarding the switch:

1. Direct Deposit
  - Your employer's human resource department
  - The company handling your retirement or pensions payments
  - Social Security Administration
2. Anyone who makes automatic withdrawals from your account.
  - Mortgage company
  - Homeowner's insurance
  - Auto insurance
  - Life insurance
  - Other
3. Anyone who makes automatic changes to your old debit or credit cards:
  - Utility companies
  - Telephone companies
  - Cable company
  - Other

Make the change. We've provided some forms to help make your change over easier. Use these convenient forms to close your accounts and change your Direct Deposit\* and automatic withdrawals. If you need help completing any of the forms, please feel free to stop by the CU or contact any of our MSR's.

\*If you receive deposits other than payroll direct deposit, such as retirement or Social Security payments, contact the depository for instructions on changing these deposits to your new LDFCU account.

## REQUEST FOR CHECKING ACCOUNT CHANGE

Please send this completed form to the financial institution that has your current checking account.

- Individual Account
- Joint Account

Name	Name
Street Address	Street Address
City/State/Zip	City/State/Zip
Social Security #	Social Security #
Telephone #	Telephone #

**Please Close My Checking Account With**

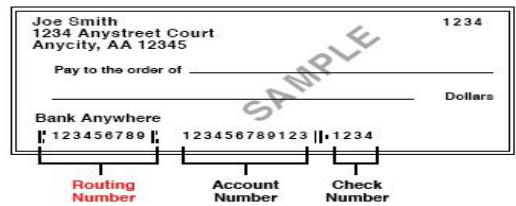
Financial Institution \_\_\_\_\_ Current Checking Account# \_\_\_\_\_

Check One:

- Mail the balance of my checking account to my home address listed above.
- Mail the balance of my checking account to Lancaster Depew FCU to be deposited. See below for address.
- Wire to Lancaster Depew FCU (call 716-681-1460 for wiring instructions)

My Lancaster Depew FCU Checking Account # \_\_\_\_\_

I am in the process of transferring my account(s) to Lancaster Depew FCU. Please consider this as an official notice to close my account(s) with you. I understand that I will need to make sure all my checks and automatic debits have cleared before completely closing my account(s). I have made arrangements to switch my direct deposits and automatic payments. Please let me know if you need anything from me before closing my account(s), or if I need to fill out additional forms specific to your financial institution.



I authorize the closing of my account effective \_\_\_\_\_

Signature \_\_\_\_\_ Joint Signature \_\_\_\_\_ Date \_\_\_\_\_



## AUTHORIZATION FOR AUTOMATIC PAYMENT CHANGE

To change payments from your account, please send this completed form to *each* company that receives your automatic payments.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Social Security #

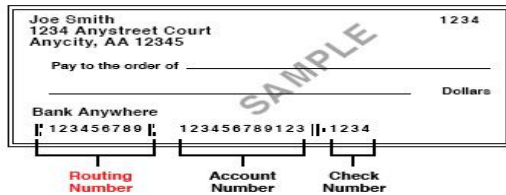
\_\_\_\_\_  
Telephone #

**Please Change My Existing Authorization. Transfer My Automatic Payment to Lancaster Depew Federal Credit Union.**

\_\_\_\_\_  
Payee (Name of Co.)

\_\_\_\_\_  
Account #

\_\_\_\_\_  
Amount of Payment



My Lancaster Depew FCU Account # \_\_\_\_\_

My Lancaster Depew FCU Routing # \_\_\_\_\_

Previous Financial Institution \_\_\_\_\_

Previous Account # \_\_\_\_\_

I give you authorization to make this change to my Automatic Payment effective on \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



30 Brunswick Road

Depew, NY 14043

Phone: 716-681-1460

Fax: 716-681-5811

[www.lancasterdepewfcu.org](http://www.lancasterdepewfcu.org)

## AUTHORIZATION FOR DIRECT DEPOSIT CHANGE

To change payments to your account, please send this completed form to each organization that deposits funds directly to your account.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Telephone #

\_\_\_\_\_  
Company/Organization – making direct deposit

\_\_\_\_\_  
Other reference number pertaining to this deposit, if any

A sample check image with a 'SAMPLE' watermark. The check is from Joe Smith, 1234 Anystreet Court, Anycity, AA 12345. It is payable to the order of \_\_\_\_\_ Dollars. The bank is Bank Anywhere. The MICR line at the bottom shows the routing number 123456789, account number 123456789123, and check number 1234. Brackets below the MICR line identify these three sections.

My Lancaster Depew FCU Account # \_\_\_\_\_

My Lancaster Depew FCU Routing # \_\_\_\_\_

Previous Financial Institution \_\_\_\_\_

Previous Account # \_\_\_\_\_

I give you authorization to make this change to my Automatic Payment effective on \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



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