



**TRI-LAKES FEDERAL CREDIT UNION**

Your Community Chartered Credit Union servicing the Tri-Lakes Region since 1978

# Member Switch Kit

# How to Move Your Accounts

We have made it easy and convenient to begin your checking account relationship at Tri-Lakes Federal Credit Union. Our account switch kit gives you everything you need to switch the checking account from your current financial institution to Tri-Lakes Federal Credit Union.

## Account Switch Kit Includes:

- Automatic Transactions Checklist
- Account Close-Out Worksheet
- Request to Close Account form letter
- Stop/Change Automatic Payment form letter
- Change Direct Deposit form letter
- Social Security/SSI Direct Deposit Information

Member: Please note that the Automatic Transactions Checklist, Account Close-Out Worksheet, Request to Close Account form letter, Stop/Change Automatic Payment form letter, and Change Direct Deposit form letter should be used after you have established your membership at Tri-Lakes Federal Credit Union. Multiple accounts may require additional forms.

## Three Easy Steps to Become a Member

### 1. Open Your New Account Relationship

Your first step in establishing a checking account at Tri-Lakes Federal Credit Union is to open a **savings account** with us. Apply at any of our two offices conveniently located in Saranac Lake and Lake Placid. Once your savings account is open, you can apply for your **checking account**. Remember to order your checks and apply for your debit card at the time you open your new checking account.

### 2. Close Your Old Accounts

To close your existing accounts use the **Request to Close Account** form. Be sure to leave your existing checking account open long enough to allow outstanding checks and automatic withdrawals to clear. Leave sufficient funds in place to cover these transactions. Once all your outstanding transactions have cleared your existing account, you can ask your former financial institution to send you the balance from that account. Remember to destroy your unused checks, debit card, ATM card and deposit slips to protect your identity.

### 3. Switch Over Your Automatic Transactions

**Stop/Change Automatic Payment, Change Direct Deposit, and Social Security/SSI Direct Deposit** Information forms will help you contact the companies, Social Security administration, and financial institutions that handle your automatic deposits and withdrawals. Use the **Automatic Transactions Checklist** to keep track of your previous automatic transactions and verify that they have been stopped.

# Social Security/SSI Direct Deposit

Direct Deposit - the safest, easiest way to get your Social Security or SSI payments

## ***SAFER***

You are protected against fraud and identity theft.

## ***EASIER***

Your money is in your account on your payment day - on time, every time.

## ***MORE CONTROL***

Your check doesn't rule your schedule – your money is there when you need it.

## **What is direct deposit?**

With direct deposit, your Social Security or SSI payment goes straight to your checking or savings account. Your money is always there on payment day as soon as your credit union opens.

## **Why should I choose direct deposit?**

Direct deposit is the best way to get your benefit payment. It's safer and easier, and it gives you more control over your money.

## ***Sign up today -it's easy!***

Phone: Call Social Security at 1-800-772-1213  
(TTY 1-800-325-0778)

Online: Go to <http://www.ssa.gov/deposit/>  
to sign up or for more information.

In Person: Visit Tri-Lakes Federal Credit Union or your local Social Security office.

# Change Direct Deposit

Date:

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Employer/Depositor Name:

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Address:

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City, State, Zip:

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To Whom It May Concern:

You are currently depositing:

NET PAYCHECK

PARTIAL PAYCHECK

Existing Financial Institution:

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Routing Number:

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Account Number:

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Please stop making deposits to that account and instead send them to:

Financial Institution Name: Tri-Lakes Federal Credit Union

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Routing Number:

221382361

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Account Number:

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(Member: Electronic digit required for electronic transaction, obtain from Tri-Lakes Federal Credit Union)

If you have any questions about this request, please contact me during the DAY/EVENING (circle one) at \_\_\_\_\_ (phone number).

Signature:

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Name (please print):

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Address:

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City, State, Zip:

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# Stop/Change Automatic Payment

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

Name of company that makes  
automatic withdrawal: \_\_\_\_\_

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

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

To Whom It May Concern:

You are currently withdrawing \$ \_\_\_\_\_ (amount)

Purpose of Debit/Automatic Withdrawal (what payment is for):  
\_\_\_\_\_

Statement, Account # or other identifying Number (account, statement, or other)  
\_\_\_\_\_

Withdrawal Date: \_\_\_\_\_ (when), from the following account:

Existing Financial Institution: \_\_\_\_\_

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

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

Account Type: Savings  Checking

Please stop making withdrawals from the above account

Please start making the withdrawals from:

Financial Institution Name: Tri-Lakes Federal Credit Union

Routing Number: 221382361

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

Account Type: Savings  Checking

(Member: Electronic digit required for all electronic transactions, obtain from Tri-Lakes Federal Credit Union)

If you have any questions about this request, please contact me during the DAY/EVENING (circle one) at \_\_\_\_\_ (phone number).

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

Name:(please print): \_\_\_\_\_

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

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

# Request to Close Account

Date:

Existing Financial Institution Name:

Address:

City, State, Zip:

To Whom It May Concern:

Please close my account \_\_\_\_\_(account number) and send a check for the remaining balance to me at the address listed below.

If you have any questions about this request, please contact me during the DAY/  
EVENING (circle one) at \_\_\_\_\_(phone number).

Thank you.

Sincerely,

Signature:

Name:(please print):

Address:

City, State, Zip:

Co-Signer Signature:

Co-Signer Name (please print):

# Account Close-Out Worksheet

This form can be used to help guide you through the account closure process at your existing institution.

Institution Transferring Account From: \_\_\_\_\_

Account Holder's Name: \_\_\_\_\_

Account No.: \_\_\_\_\_

Determine the account balance being transferred to Tri-Lakes Federal Credit Union:

Current Account Balance: \$ \_\_\_\_\_

Amount of outstanding transactions (checks written that have not cleared, automatic debits expected to come through before debiting from new account, etc.):

\$ - \_\_\_\_\_

Amount transferred to Tri-Lakes Federal Credit Union: \$ = \_\_\_\_\_

- Complete **Change Direct Deposit** form for each automatic payroll deposit.
- Complete **Stop/Change Automatic Withdrawal Payment** form for each payment being automatically withdrawn from your existing account.
- List each automatic deposit and payee below and follow-up to ensure all debits and credits have taken place in the new credit union account:

Date Received at CU: \_\_\_\_\_

Date Received at CU: \_\_\_\_\_

Date Received at CU: \_\_\_\_\_

Date Received at CU: \_\_\_\_\_

Date Received at CU: \_\_\_\_\_

Once all outstanding checks have cleared and all automatic debits and credits have been redirected to your new Tri-Lakes Federal Credit Union account, complete the **Request to Close Account** form for the existing account.

# Automatic Transactions Checklist

Before closing the account at your existing financial institution, it is important to determine which automatic deposits and withdrawals you currently have in place. Use the checklist below to ensure that all automatic deposits and withdrawals have been considered. You can use the **Stop/Change Automatic Payment**, **Change Direct Deposit**, and **Social Security/SSI Direct Deposit Information** included in this kit to switch those deposits and withdrawals to your new Members Credit Union account.

Consider switching all of the following automatic deposits and withdrawals:

## **Direct Deposit:**

(Use the **Change Direct Deposit** form letter)

- If you have your reoccurring paycheck direct deposited into your checking account, contact your employer's human resources department.
- If you receive a reoccurring retirement or pension check and have that direct deposited into your checking account, contact the company handling your retirement or pension payments.
- Contact the Social Security Administration if you have your reoccurring Social Security check set up on direct deposit into your checking account.

Anyone who makes automatic withdrawals from your account: (Use the **Stop/Change Automatic Withdrawal Payment** form letter)

- Mortgage Company
- Auto Insurance
- Other \_\_\_\_\_
- Homeowner's Insurance
- Life Insurance

Anyone who makes automatic charges to your old debit or credit cards: (Use the **Stop/Change Automatic Withdrawal Payment** form letter)

- Utility Companies
- Cable Company
- Other \_\_\_\_\_
- Telephone Company
- Gym Membership