



# EZ Switch Checklist

This checklist will help you through each step of the process. For your convenience, please bring a copy of your previous bank statement. This will help to complete this process.

## Transfer Direct Deposit

Simply complete the Direct Deposit Change Notice and print out 2 copies. Mail one to each company that is automatically depositing into your existing account and keep one for your records. Track this step by listing the companies below:

Company:	Date Mailed:	Date Confirmed:

## Transfer Automatic Payments to Savannah Federal Credit Union

Simply complete the Automatic Payment Change Notice and print out 2 copies. Mail one to each company that is automatically deducting from your existing account and keep one for your records. Track this step by listing the companies below:

Company:	Date Mailed:	Date Confirmed:

## Close Your Old Accounts

Once your direct deposit and/or automatic payments start coming into your new Savannah Federal Credit Union account AND you know all of your checks have cleared your old account, complete and mail the Checking Account Closure Notice to your previous financial institution (s). Track this step by listing the financial institutions below:

Financial Institution:	Date Mailed:	Date Confirmed:

## Helpful Hints

### Automatic Deposits

These are recurring payments automatically deposited into your account on a regular basis. Examples are payroll, social security, alimony, dividend or disability payments.

### Automatic Payments

These are recurring payments automatically withdrawn from your account on a regular basis. Examples include mortgage payments, gym membership fees and insurance premiums.

### Contact each company

Find out the address of the main accounting office where you should send the notice of change. Some companies have this information available on their website or billing statements. Make sure no other forms are required.

### ABA Routing Number

This is the first group of nine (9) numbers found at the bottom of a check.





# Checking Account Closure Notice

Please complete the following with the account information for the account you wish to close. You will need to complete a form for each account you wish to close. Please be sure all checks have cleared prior to closing your checking account. The balance will be sent to your NEW Savannah Federal Credit Union Checking Account.

**Former Bank Name:** \_\_\_\_\_

**Former Bank Address:** \_\_\_\_\_

### To Whom It May Concern:

Please close my bank account(s) as described below:

#### Account #1

Name on account: \_\_\_\_\_

Account Number: \_\_\_\_\_  Checking  Money Market  Savings

Please send the balance of this account by:  Official Check\*  Wire Transfer\*

#### Account #2

Name on account: \_\_\_\_\_

Account Number: \_\_\_\_\_  Checking  Money Market  Savings

Please send the balance of this account by:  Official Check\*  Wire Transfer\*

### Mailing Instructions for Official Check

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

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

### Wire Transfer Instructions (please see ABA information under Helpful Hints)

Beneficiary's Name: \_\_\_\_\_ Receiving Account # \_\_\_\_\_

Beneficiary's Address: \_\_\_\_\_

If you have questions, please contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Authorization

#### IMPORTANT- READ BEFORE SIGNING

By signing below, I authorize you to close my account and remit the balance of the account as designated above. Please cancel any ATM or Debit Cards associated with this account as well. Please contact me at the phone number above or Savannah Federal Credit Union at 888-576-6796 with any questions.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(if needed)*

\* Fee(s) may apply.

### Helpful Hints

#### Timing is Everything

After all outstanding checks, automatic deductions and automatic deposits have cleared, you're ready to close your former account.

#### For Multiple Accounts

If you have more than two (2) accounts, please print additional forms as needed.

#### Wire Transfer Instructions

Receiving Bank:  
Catalyst Corporate  
Federal Credit Union  
Plano, TX 75024  
ABA # 311990511

For Credit to  
Savannah Federal Credit Union  
Acct # 261273142

For Final Credit to

Customer name: \_\_\_\_\_

Acct #: \_\_\_\_\_

#### Reminder

Your former bank may require additional forms or a written request to close your account. Contact your former bank to make sure no other items are required.

#### Mail to:

Savannah Federal Credit Union  
124 Barnard St. Room B110  
P.O. Box 8122  
Savannah, GA 31412-8122

Or electronic transfer to  
Savannah Federal Credit Union,  
Routing # 261273142





# Direct Deposit Change Notice

Complete and submit this form to the payroll department of the company or organization that is depositing funds to your existing checking account.

## Follow these easy steps:

1. Complete, sign and date form.
2. Attach a voided check from your new Savannah Federal Credit Union account.
3. Submit this form to each company/organization that is currently authorized to make automatic deposits to your account

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

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

## Previous Financial Institution Information

Institution: \_\_\_\_\_

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

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

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

## New Financial Institution Information

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

Routing# 261273142

Phone: 888-576-6796 toll free or 912-234-8978 local

Fax: 912-234-5023

## Authorization

### IMPORTANT- READ BEFORE SIGNING

I hereby authorize my direct deposit to be sent to my NEW Savannah Federal Credit Union account. I have attached a copy of a voided check for reference (optional).

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

(Account Owner)

## Helpful Hints

### Track Your Request

To confirm that your automatic deposit is being deposited into your Savannah Federal Credit Union account, check your Savannah Federal Credit Union statement, sign up and log onto your online account at [www.savannahfederal.org](http://www.savannahfederal.org) Or call (888)576-6796 toll free or (912)234-8978 local

### Follow Up

Automatic deposits should take effect within three deposit periods. Keep your former account open until all automatic deposits have been switched to your new Savannah Federal Credit Union account. If you don't see the deposit by this time, please contact the company.

### Reminder

Note that some companies or organizations, like the Social Security Administration, may require a special form. Contact the company or income source to make sure no other forms are required.

### For Your Reference

The Social Security Administration phone number is (800) 772-1213.

### For Multiple Deductions

If you have more deposits that will not fit on this form, please print additional forms as needed.





# Automatic Payment Change Notice

Inform companies to have payments automatically deducted from your new Savannah Federal Credit Union account. (i.e. mortgage payments, Insurance premiums, gym memberships, etc.)

This form can be used to complete one of the following (please select one):

- Set up a new automatic payment to a third party payee
- Cancel an existing automatic payment to a third party payee
- Change an existing automatic payment from one bank account to a new bank account

**You will need to complete a form for each payment.  
Please make copies of this form if necessary**

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

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Company to Receive Payment: \_\_\_\_\_

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

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

Amount of Payment: \_\_\_\_\_ Account #: \_\_\_\_\_

### Previous Financial Institution Information

Institution: \_\_\_\_\_

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

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

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

### New Financial Institution Information

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

Routing# 261273142

Phone: 888-576-6796 toll free or 912-234-8978 local

Fax: 912-234-5023

### Authorization

#### IMPORTANT- READ BEFORE SIGNING

By signing below, I authorize you to establish, cancel or modify my automatic payment as designated above.

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

(Account Owner)

### Helpful Hints

#### Track Your Request

To confirm that your automatic deduction is being withdrawn from your Savannah Federal Credit Union account, check your Savannah Federal Credit Union statement, sign up and log onto your online account at [www.savannahfederal.org](http://www.savannahfederal.org) Or call (888)576-6796 toll free or (912)234-8978 local

#### Follow Up

Automatic deductions should take effect within two withdrawal periods. Keep your old account open until all automatic deductions have been switched to your new Savannah Federal Credit Union account. If you don't see the withdrawal by this time, please contact the company.

#### Reminder

Note that some companies or organizations may require a special form. Contact the company or income source to make sure no other forms are required.

#### For Multiple Deductions

If you have more than one automatic deduction, please print additional forms as needed.

