



Switch Kit Checklist

This checklist will help you through each step of the 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 Deductions to Worcester Credit Union

Simply complete the Automatic Payment Change Notice and print out 2 copies. Mail one to each company that is automatically withdrawing 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 Worcester 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 Deductions

These are recurring payments automatically withdrawn from your account on a regular basis.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 Worcester 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 Worcester Credit Union at 508-853-9966 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:
Worcester Credit Union
ABA # 211387143

Further Credit Banking
Worcester Credit Union
ABA # 211387143

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:

Worcester Credit Union
520 West Boylston St.
Worcester, MA 01606

Or electronic transfer to Worcester Credit Union, Routing #211387143





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 WCU 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 #: _____

Worcester Credit Union
 520 West Boylston Street
 Worcester, MA 01606

Routing# 211387143
 Phone: 508-853-9966
 Fax: 508-852-4505

Authorization

IMPORTANT- READ BEFORE SIGNING

I hereby authorize my direct deposit to be sent to my NEW Worcester 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 Worcester Credit Union account, check your Worcester Credit Union statement, sign up and log onto your online account at www.worcestercu.com or call 805-853-9966

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 Worcester 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 **WCU** 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 #: _____

Worcester Credit Union
520 West Boylston Street
Worcester, MA 01606

Routing# 211387143
Phone: 508-853-9966
Fax: 508-852-4505

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 Worcester Credit Union account, check your Worcester Credit Union statement, sign up and log onto your online account at www.worcestercu.com or call 805-853-9966

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 Worcester 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.

