

3 Easy Steps

1

Start New:

One of our Member Experience Specialists will help you choose the services that are right for you. They will help you open your accounts and order your checks and debit card. You can begin to use this account right away, while waiting for your Direct Deposit and automatic withdrawals to switch to RTFCU.

2

Switch your Direct Deposits and auto withdrawals:

Majority of employers have forms you need to complete in their HR. There is a form here you can use if you need it. For Social Security, call the Social Security Administration at 1-800-772-1213. For automatic withdrawals, a form is included to use, or contact the organization by phone. Automatic charges to your account that are done online with your debit card need to be done online with your new debit card numbers.

3

Close your former accounts:

Leave enough money in your former accounts to allow outstanding checks and automatic withdrawals to clear during the change. Do not close until you are sure everything has cleared and switched over to your new RTFCU accounts. We have included a form for you to use for this.

To Help Get You Started

Accounts To Be Closed:

<u>ACCOUNT NUMBER</u>	<u>FINANCIAL INSTITUTION NAME</u>	<u>COMPLETED</u>

Direct Deposits To Be Switched:

<u>DIRECT TYPE</u>	<u>WHEN DEPOSITED</u>	<u>AMOUNT</u>	<u>COMPLETED</u>
<u>Employer</u>			
<u>Government/Social Security</u>			
<u>Brokerage</u>			
<u>Retirement</u>			
<u>Other</u>			

Automatic Withdrawals/Debits To Be Switched:

<u>WITHDRAWAL TYPE</u>	<u>WHEN WITHDRAWN</u>	<u>AMOUNT</u>	<u>COMPLETED</u>
<u>Mortgage</u>			
<u>Auto Loan</u>			
<u>Insurance</u>			
<u>Utilities</u>			
<u>Other</u>			

Other Things you May Want to Ask About At RTFCU

Refinancing Auto Loan(s)

Refinancing Mortgage/Home Equity

Transfer High Interest Credit Cards

Request To Close Checking Account

Financial Institutions Name

I hereby request that you close my account with your institution. All automatic withdrawals and/or automatic deposits have been stopped for this account. I verify that all checks and debits have cleared this account.

Primary Name on Account

Secondary Name on Account

Account Number

Please send any remaining funds from this account to my address listed below.

Primary Signature

Date

Secondary Signature

Date

Address

City

State

Zip Code

Phone Number

Direct Deposit Change Form

To: _____

(Name of where your direct deposit comes from.)

I currently automatically deposit all or part of my:

Social Security Payroll Check Retirement Check Other Check to the following account:

Financial Institution Name: _____

Financial Institution Routing Number: _____

My Account Number At This Financial Institution _____

Effective immediately discontinue making the deposit into the above referenced financial institution and begin to make the deposit to:

RT Federal Credit Union

924 Turin St. Rome, NY 13440

Phone 315-336-7810 Fax 315-336-0893

Routing number: **221379581**

Account number: _____

(Enter your RTFCU checking account number)

If you have any questions, please call me at: _____

This change is authorized by:

Signature: _____ Date: _____

Name (Print): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Automatic Withdrawal Change Notice

Print as many copies of this form as needed

To: _____

Name of business that makes automatic withdrawal (i.e. car payment, utility bill, etc.)

You currently automatically withdraw \$_____, for my _____ payment.

Effective _____, please discontinue making payments from :

Financial Institutions Name: _____

Bank Routing Number: _____ Account Number: _____

I hereby authorize any future automatic payments to be taken out of my new account at RT Federal Credit Union.

RT Federal Credit Union

924 Turin St.

Rome, NY 13440

315-336-7810

Routing Number: 221379581 Account Number: _____

Signature