

SWITCH KIT CHECKLIST



With this checklist as your roadmap, you will have all of your accounts transferred before you know it. Check the boxes next to the items as you complete each step.

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| <input type="checkbox"/> | <p>Open a savings and checking account at Archer Credit Union.* Collect all of the information you will need in one place with the help of our Account Information Worksheet. Then stop into any of our branch locations to get started.</p> <p><i>Tip: Write down the routing number and account number(s) to your new account. You will need this information to change your automatic payments and direct deposits from your old account to your new ACCU account.</i></p> <p><small>*Membership qualifications apply. Contact a Member Service Representative for more information.</small></p> |
| <input type="checkbox"/> | <p>Set up Online Banking with Archer Credit Union. Monitoring your new account is a breeze with our Online & Mobile Banking. Follow our Online Banking 1st Time Sign-On Instructions to get started today!</p> <p><i>Tip: Once you're logged into Online Banking, apply for Bill Pay* under "Online Services." That way the service will already be activated on your account when you need to make a payment or transfer money.</i></p> <p><small>*Qualifications apply. Contact a Member Service Representative for more information.</small></p> |
| <input type="checkbox"/> | <p>Stop using your old checking account. Verify that all checks, debit/credit card transactions, and scheduled bill payments have cleared your old checking account. Ensure you have enough available in that account to cover outstanding payments. Use our Reconciliation Worksheet to keep track of items as they clear.</p> <p><i>Tip: If you are transferring certificates, avoid any potential early-withdrawal penalties by checking the maturity dates.</i></p> |
| <input type="checkbox"/> | <p>Route direct deposits to your new checking account. Notify any companies with which you have direct deposit that you want to switch your direct deposits to your new checking account. Use our Direct Deposit Checklist and Direct Deposit Authorization Form to simplify this process.</p> <p><i>Tip: Oftentimes a company will not accept direct deposit change requests unless they are submitted on their own form. Be sure to check with the company what their requirements are.</i></p> |
| <input type="checkbox"/> | <p>Transfer automatic payments to your new checking account. Switch payment information with companies who automatically take payments from your old checking account. Use our Automatic Payment Checklist and Automatic Payment Authorization Form to simplify this process.</p> <p><i>Tip: Oftentimes a company will not accept automatic payment change requests unless they are submitted on their own form. Check out our Company Reference Guide for more information.</i></p> |
| <input type="checkbox"/> | <p>Set up Recurring Payments with ACCU Bill Pay. If you already utilize a bill pay service to make recurring payments electronically, take a few minutes to set up these payees using your new checking account. Use our Bill Payments Worksheet as a tool to assist you with setting up your Bill Pay Payees and recurring payments.</p> <p><i>Tip: Simplify this step by logging onto your bill payment service with your old financial institution and printing a list of your payees including addresses and account numbers (if available). Then print your Bill Payment History so you have a record of all the payments you have made.</i></p> |
| <input type="checkbox"/> | <p>Change debit card payments to your new checking account. When you receive your new ACCU debit card, contact any companies that take payments using your debit card attached to your old account. Use the Automatic Payment Authorization Form to inform them of your new ACCU debit card number and expiration date.</p> |
| <input type="checkbox"/> | <p>Verify that your direct deposits have posted to your new checking account. Keep an eye on your old account and make sure that deposits are transitioning to your new checking account as they are scheduled to post.</p> <p><i>Tip: Remember that Reconciliation Worksheet you started? Refer back to it during this step to make sure all of those outstanding items have cleared before you close your account.</i></p> |
| <input type="checkbox"/> | <p>Close your old account. As soon as you confirm that all of your scheduled automatic deposits and payments are transferred to your new checking account, it's time to close your old account. Send written notice to your old financial institution informing them you are closing your account using our Account Closure Request Form.</p> |