

# NEW ACCOUNT SWITCH KIT



## Thank you for choosing Archer Credit Union.

Archer Credit Union makes switching your accounts fast and convenient with our New Account Switch Kit. The letters and forms you will need to make this transition are provided within this kit. All you have to do is print and mail them to the appropriate companies and/or individuals. We'll be with you every step of the way.

## Three simple steps to switch.

1. Open an account at Archer Credit Union.
2. Follow the [Switch Kit Checklist](#) for changing your bank account over to Archer Credit Union. The forms needed to complete each step are included in the checklist.
3. Close your account at your old financial institution.

## Four conveniently located branches to serve you.

All of our locations are fully equipped with staff to assist you with all of your deposit and loan needs.

### Archer

2121 Archer Rd  
Archer NE 68816

Phone: (308) 795-2204  
Fax: (308) 795-2266

### Central City

510 G St / PO Box 284  
Central City NE 68826

Phone: (308) 946-3070  
Fax: (308) 946-3027

### Dannebrog

102 S Mill St / PO Box 70  
Dannebrog NE 68831

Phone: (308) 226-2220  
Fax: (308) 226-2233

### St. Paul

1016 2<sup>nd</sup> St  
St. Paul NE 68873

Phone: (308) 754-2400  
Fax: (308) 754-2401

## We are wherever you are.

Visit Our Website – browse online at [archerccu.com](http://archerccu.com).

Our electronic portal for access to your credit union and account. Check in for credit union news and information, log on to online banking, order your checks, or pay your bills online – all from our homepage.

Download Our Mobile Banking App – search for “Archer Credit Union” in your app store.

Our Mobile Banking app brings all of the convenience of our Online Banking to the palm of your hand. Make a transfer, use mobile deposit, contact member services or even pay your bills – all on your schedule with ease using ACCU's Mobile Banking app.

Get Social – search for “archerccu” on Facebook, Instagram, or Twitter.

Our social pages are where our members learn tips and tricks to improve their financial success and stay informed on all the latest from ACCU. Join the conversation on Facebook, Instagram, and Twitter – we'll see you there!

# 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.

<input type="checkbox"/>	<p><b>Open a savings and checking account at Archer Credit Union.*</b> Collect all of the information you will need in one place with the help of our <a href="#">Account Information Worksheet</a>. Then stop into any of our <a href="#">branch locations</a> 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><b>Set up Online Banking with Archer Credit Union.</b> Monitoring your new account is a breeze with our Online &amp; Mobile Banking. Follow our <a href="#">Online Banking 1<sup>st</sup> Time Sign-On Instructions</a> 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><b>Stop using your old checking account.</b> 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 <a href="#">Reconciliation Worksheet</a> 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><b>Route direct deposits to your new checking account.</b> Notify any companies with which you have direct deposit that you want to switch your direct deposits to your new checking account. Use our <a href="#">Direct Deposit Checklist</a> and <a href="#">Direct Deposit Authorization Form</a> 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 for what their requirements are.</i></p>
<input type="checkbox"/>	<p><b>Transfer automatic payments to your new checking account.</b> Switch payment information with companies who automatically take payments from your old checking account. Use our <a href="#">Automatic Payment Checklist</a> and <a href="#">Automatic Payment Authorization Form</a> 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><b>Set up Recurring Payments with ACCU Bill Pay.</b> 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 <a href="#">Bill Payments Worksheet</a> 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><b>Change debit card payments to your new checking account.</b> 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 <a href="#">Automatic Payment Authorization Form</a> to inform them of your new ACCU debit card number and expiration date.</p>
<input type="checkbox"/>	<p><b>Verify that your direct deposits have posted to your new checking account.</b> 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 <a href="#">Reconciliation Worksheet</a> 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><b>Close your old account.</b> 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 <a href="#">Account Closure Request Form</a>.</p>

# ACCOUNT INFORMATION WORKSHEET



Utilize this worksheet to collect all of the account information for your new account in one place. Then bring this worksheet with you when you open your account to make the opening process a breeze. All Owners, Transactors, and Information Users will need to be present at account-opening to sign the Member Service Agreement.

<b>Owner or Additional Owner</b>	<i>Ownership of the funds in the account as well as the ability to take action, conduct transactions, and use the account products and services.</i>
<b>Transactor</b>	<i>Designated by an Owner or Additional Owner to conduct transactions on the account.</i>
<b>Information User</b>	<i>Designated by an Owner or Additional Owner to access information about the account products and services used by the Owner, Additional Owner(s), and Transactor(s).</i>
<b>Beneficiary</b>	<i>A person or organization designated by an Owner or Additional Owner to receive the funds upon the death of the Owner (or last Additional Owner) on an account.</i>

## OWNER 1 INFORMATION CURRENT MEMBER WITH ACCU? Yes No

LEGAL NAME (match to ID provided):		SSN:		DOB:		MOTHER'S MAIDEN NAME:	
PHYSICAL ADDRESS:			CITY:		STATE:	ZIP:	HOME PH:
MAILING ADDRESS (if applicable):			CITY:		STATE:	ZIP:	CELL PH:
DRIVER'S LICENSE #:	DL STATE:	DL ISS:	DL EXP:	EMAIL:			
EMPLOYER / RETIRED FROM:			OCCUPATION / PROFESSION:			WORK PHONE:	

## ADDITIONAL OWNER TRANSACTOR INFORMATION USER CURRENT MEMBER WITH ACCU? Yes No

LEGAL NAME (match to ID provided):		SSN:		DOB:		MOTHER'S MAIDEN NAME:	
PHYSICAL ADDRESS:			CITY:		STATE:	ZIP:	HOME PH:
MAILING ADDRESS (if applicable):			CITY:		STATE:	ZIP:	CELL PH:
DRIVER'S LICENSE #:	DL STATE:	DL ISS:	DL EXP:	EMAIL:			
EMPLOYER / RETIRED FROM:			OCCUPATION / PROFESSION:			WORK PHONE:	

## ADDITIONAL OWNER TRANSACTOR INFORMATION USER CURRENT MEMBER WITH ACCU? Yes No

LEGAL NAME (match to ID provided):		SSN:		DOB:		MOTHER'S MAIDEN NAME:	
PHYSICAL ADDRESS:			CITY:		STATE:	ZIP:	HOME PH:
MAILING ADDRESS (if applicable):			CITY:		STATE:	ZIP:	CELL PH:
DRIVER'S LICENSE #:	DL STATE:	DL ISS:	DL EXP:	EMAIL:			
EMPLOYER / RETIRED FROM:			OCCUPATION / PROFESSION:			WORK PHONE:	

## BENEFICIARY

LEGAL NAME:	SSN:	DOB:
RELATIONSHIP TO OWNER 1:		

## BENEFICIARY

LEGAL NAME:	SSN:	DOB:
RELATIONSHIP TO OWNER 1:		

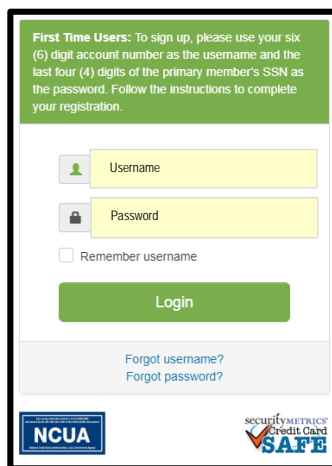
# Online Banking Self-Registration Instructions

**\*Please ensure that you have provided ACCU a valid email address before starting this process\***

1. Go to <https://www.archerccu.com> on your home computer or mobile device's internet browser. You can also follow these instructions (steps 3-10) on ACCU's Mobile App for [Apple](#) or [Android](#).
2. Depending on your browser, locate "Online Banking" and click on "Online Banking Login."



3. The below log in screen will display. As a first-time user:
  - a. Enter your 6-digit account # \_\_\_\_\_ as the Username
  - b. Enter the last 4 digits of the *primary* member's Social Security Number as the Password
  - c. Click "Login"



First Time Users: To sign up, please use your six (6) digit account number as the username and the last four (4) digits of the primary member's SSN as the password. Follow the instructions to complete your registration.

Username

Password

Remember username

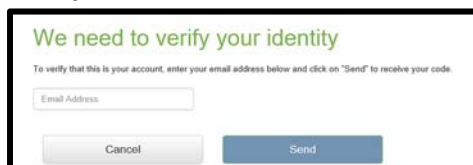
Login

[Forgot username?](#)  
[Forgot password?](#)

NCUA

SECURITY METRICS  
Credit Card  
**SAFE**

4. Follow the instructions on the 'Security Questions & Answers' screen. Please take note of your answers. Answers are case sensitive. You can click 'Refresh Questions' if you would like different choices. Once complete, click "Submit."
5. To verify your identity, enter your email address that you have provided ACCU and click "Send." We will send you a code to enter on the next step.



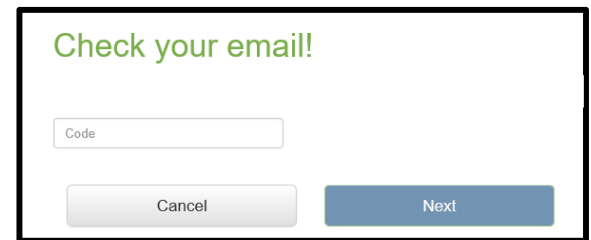
We need to verify your identity

To verify that this is your account, enter your email address below and click on "Send" to receive your code.

Email Address

Cancel Send

6. Check your email (and your spam folder) for an email from [support@archerccu.org](mailto:support@archerccu.org). Once received, enter the code and click "Next."



Check your email!

Code

Cancel Next

7. Once the code is verified, you will see our EFT disclosure. Please read through the disclosure and if agreeable, click "Accept" at the bottom to continue your registration.
8. Follow the instructions on the 'Change Password' screen to change your password. Remember, your old password is the last 4 digits of the *primary* member's Social Security Number.

#### Password Requirements:

1. Between 4 and 16 characters
2. Case sensitive
3. Cannot contain:
  - a. Your primary account number
  - b. Your SSN
  - c. Your full name
  - d. Your phone number
9. Choose a new username (no spaces and it cannot be all numbers). This is what you will use to log in going forward. Click "Submit." If the Username is accepted, move to the next step. If not, try a different username.

New Username:

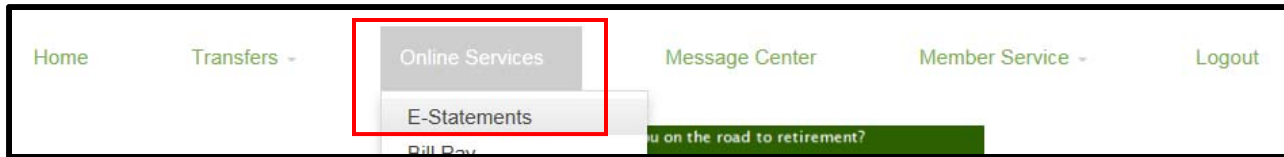
10. Your registration is complete and you are now logged into your account. If you have any questions or need help, please let us know!

Archer: (308) 795-2204  
Central City: (308) 946-3070  
Dannebrog: (308) 226-2220  
St. Paul: (308) 754-2400

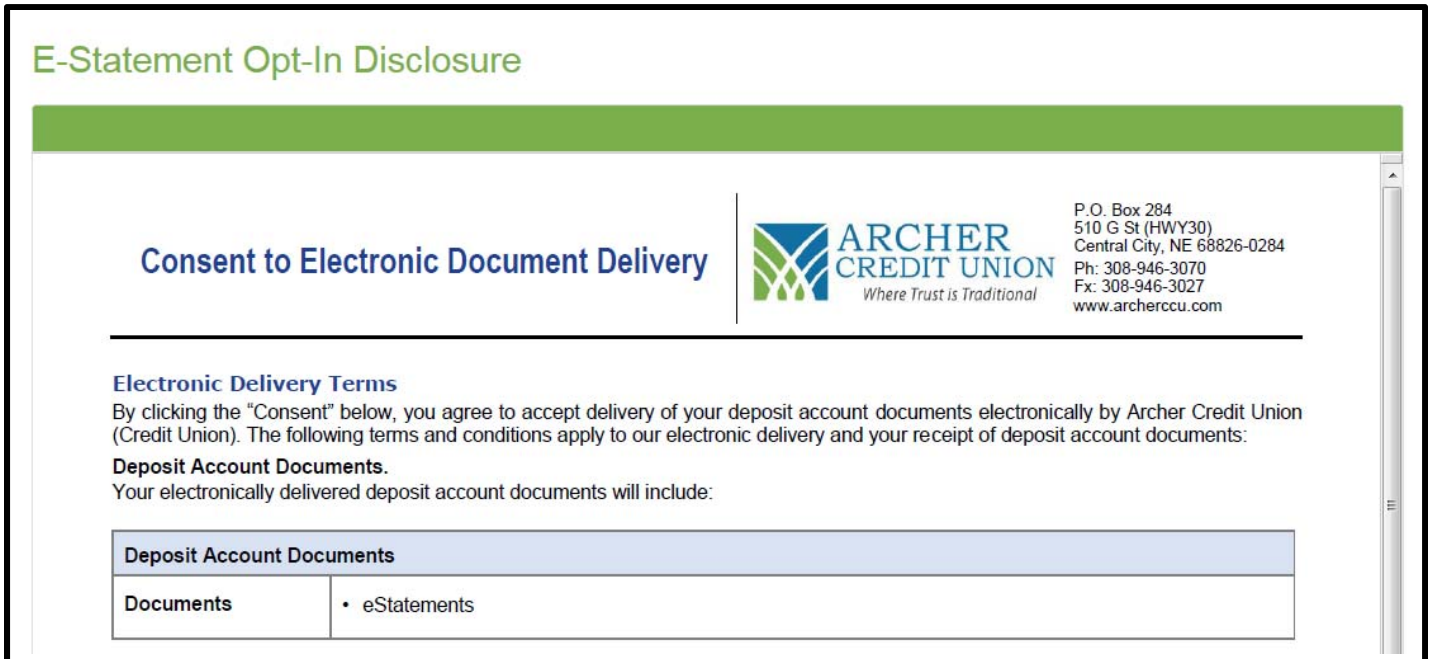
# E-Statement Enrollment Instructions



1. When logged into your account online, navigate to “Online Services,” and click on “E-Statements.”



2. You will then see a disclosure titled “Consent to Electronic Document Delivery.”



3. Read through the disclosure and scroll to the bottom of the page to make your selection.
  - a. If you agree to the terms and want to enroll into E-Statements, click “Accept.” You will receive a monthly email\* from ACCU informing you that the E-Statement is ready to be viewed.
  - b. If you do not agree to the terms and do not want to enroll into E-Statements, click “Decline.” You will receive a paper statement in the mail.



4. To view your E-Statements, when logged into your account, navigate to “Online Services” and click on “E-Statements.” You will be able to view your most current statement as well as 2 years of past statements.
5. In the future, if you would like to change your selection:
  - a. Un-Enroll in E-Statements (start receiving paper statements): Contact your local branch.
  - b. Enroll into E-Statements (stop receiving paper statements): Follow the above process.

\*Note: Please ensure we have the most current email address on file at ACCU. If you need to update it, contact your local branch or log-in online.

# RECONCILIATION WORKSHEET



Before you close your old account, make certain that all of your checks have been paid and that all of your direct deposits and automatic payments are being received on your new checking account. Use this worksheet to monitor activity on your old checking account as checks clear.

**ACCOUNT:** \_\_\_\_\_  
**RECONCILED AS OF** \_\_\_\_\_, **20** \_\_\_\_.

CHECKS OUTSTANDING  
 (Written but not shown on statement)

Check #	Amount	✓
<b>TOTAL</b>		

Enter Statement Balance	\$ _____
Add Deposits made after statement date:	
	+ _____
	+ _____
	+ _____
<b>TOTAL:</b>	\$ _____
Subtract Total of checks outstanding:	- _____
<b>TOTAL BALANCE:</b>	\$ _____

The total balance should agree with your checkbook balance after deducting Charges and adding Credits listed on statement but not shown in checkbook.

**ACCOUNT:** \_\_\_\_\_  
**RECONCILED AS OF** \_\_\_\_\_, **20** \_\_\_\_.

CHECKS OUTSTANDING  
 (Written but not shown on statement)

Check #	Amount	✓
<b>TOTAL</b>		

Enter Statement Balance	\$ _____
Add Deposits made after statement date:	
	+ _____
	+ _____
	+ _____
<b>TOTAL:</b>	\$ _____
Subtract Total of checks outstanding:	- _____
<b>TOTAL BALANCE:</b>	\$ _____

The total balance should agree with your checkbook balance after deducting Charges and adding Credits listed on statement but not shown in checkbook.

# DIRECT DEPOSIT CHECKLIST



Moving your direct deposit to your new checking account is one of the most important aspects of making a smooth account transition. It's a good idea to have a few recent account statements available to review the automated transactions you need to move. If you'd like assistance with this process feel free to schedule an appointment to sit down with one of our Member Service Representatives.

## CHECKLIST FOR DIRECT DEPOSITS

We've listed a few of the most common direct deposit sources to help you remember to inform the sender about your new account information.

### Private Sector Payments:

- Payroll Direct Deposit
- Retirement/Pension Plan
- Interest Income
- Dividends
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Government Payments:

- Social Security
- Federal Salary/Military Civilian Pay
- VA Compensation or Pension
- Supplemental Security Income
- Railroad Retirement
- Civil Service Retirement
- Military – Active
- Military – Retirement
- Military – Survivor
- Other \_\_\_\_\_

### Payroll Direct Deposit

Check with your employer to be certain no additional information or specific form is necessary to complete the account change for your payroll direct deposit. If you don't currently have direct deposit through your employer, please contact your company's Human Resources department to see if this benefit is offered to employees.

Tip: Get a Direct Deposit

### U.S. Government Direct Deposit

Use the Form SF119A to redirect your social security, military pay, VA compensation/pension, railroad retirement, etc. to your new account. Each department has a form specific to their mailing address; contact the department (VA, social security, railroad, etc.) for more information.

*Tip: You can also use this form to set up one of these government agency payments for the first time.*

### [Direct Deposit Authorization Form for other sources](#)

We've provided a universal form to use for other direct deposits you receive. These sources may include investments, pension/retirement plans, interest or dividend payments, etc.

# DIRECT DEPOSIT AUTHORIZATION



**Note:** Check with the company to make certain no other information or specific form is necessary to complete the change of your direct deposit to your new checking account. If this form is acceptable, attach a preprinted voided check from your new account to this form and provide it to the company.

## DIRECT DEPOSIT AUTHORIZATION:

COMPANY NAME			
COMPANY ADDRESS	CITY	STATE	ZIP

**Please change the account used for Direct Deposit to my new account:**

FIRST NAME	MIDDLE INITIAL	LAST NAME	
ADDRESS	CITY	STATE	ZIP
PHONE NUMBER	SOCIAL SECURITY NUMBER		

**My new account information:**

ARCHER CREDIT UNION  
510 G St | PO Box 284  
Central City NE 68826-0284

**Account Type:**  Checking |  Savings

**Account #:** \_\_\_\_\_ **Routing #:** 304987191

I hereby authorize:

- The company listed above to initiate deposit of my funds to my Archer Credit Union checking and/or savings account(s).
- The payee/company listed above to make any necessary adjustments for any debit made to my account in error.
- Archer Credit Union to credit entries to my account(s).
- This authorization to remain in full force and effect until I send a written notice of change or cancellation.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\*For checking accounts, attach a pre-printed voided check from your new checking account to this form and provide it to the company. **Tip:** Don't have checks for your new account? No sweat! Contact a Member Services Representative for a pre-printed counter check.



# AUTOMATIC PAYMENT CHECKLIST



To avoid missing an important payment, you'll want to switch automatic payments (set up to charge your checking, savings, or debit/credit card) to your new checking account. Use this checklist to help track what payments you have authorized.

This is also a good time to review your last few account statements to complete your list of authorized automatic payments. If you'd like assistance with this process, feel free to schedule an appointment to sit down with one of our Member Service Representatives.

**Tip:** *Don't forget those annual payments! Annual payments may not appear on your most recent statement; we recommend a review of the past 12 months of statements to ensure all necessary payments get transferred to your new account.*

## Online Bill Payments:

If you are using an online bill payment service, don't forget to print a list of your current Payees (and your payment history). ACCU's Bill Pay service through Online Banking can handle all of your recurring and one-time online bill payment and account transfer needs.

## Notifying Payees:

There may be several ways to notify your payees that you have a new account.

- Most of your payees have a form included with the monthly statement for you to enter your new account information.
- Many payees provide a customer service number and allow you to provide your new account information by telephone.
- Many local utilities and vendors have websites available for you to enter your new account information.
- In case you need it, we've also provided an [Automatic Payment Authorization Form](#) that you can send to your payees to notify them that you have changed financial institutions.

## CHECKLIST FOR AUTOMATIC PAYMENTS

Here's a quick checklist of some common automatic payment sources to help you remember to inform the payee about your new account:

- |   |   |
|---|---|
| <input type="checkbox"/> Electric Company         | <input type="checkbox"/> Credit Card: _____           |
| <input type="checkbox"/> Gas Company              | <input type="checkbox"/> Department Store Card: _____ |
| <input type="checkbox"/> Water Company            |   |
| <input type="checkbox"/> Telephone Provider       | <input type="checkbox"/> Home/Rental Insurance        |
| <input type="checkbox"/> Cell Phone Provider      | <input type="checkbox"/> Auto Insurance               |
| <input type="checkbox"/> Cable Service            | <input type="checkbox"/> Life/Health Insurance        |
| <input type="checkbox"/> Mortgage or Rent Payment | <input type="checkbox"/> Charitable Donations         |
| <input type="checkbox"/> Car Loan or Lease        | <input type="checkbox"/> Other: _____                 |
| <input type="checkbox"/> Other Loans: _____       | <input type="checkbox"/> Other: _____                 |
| <input type="checkbox"/> Credit Card: _____       | <input type="checkbox"/> Other: _____                 |

# AREA COMPANY RESOURCE



We have compiled contact information for the most common payees in our area for you to use when changing account information for your automatic payments. Use these contacts in conjunction with our [Automatic Payment Checklist](#) and [Automatic Payment Authorization Form](#).

**Note:** This is not a complete list of area companies. When in doubt, we recommend you utilize the contact information on your billing statement to contact the company with any questions.

## CREDIT CARDS & PAYMENT SERVICES

### [American Express](#)

(800) 528-4800

### [Barclays Card](#)

(877) 523-0478

### [Cabela's CLUB Visa](#)

(800) 850-8402

### [Capital One](#)

(800) 227-4825

### [Chase](#)

(800) 432-3117

### [Citi Card](#)

(855) 473-4583

### [Discover](#)

(800) 347-2683

### [First National Bank of](#)

### [Omaha](#)

(888) 530-3626

### [JCPenney](#)

(800) 527-4403

### [Kohl's Charge](#)

(855) 564-5748

### [Mastercard](#)

(800) 424-7787

### [Visa](#)

(800) 847-2911

## INSURANCE

### [AARP](#)

(888) 687-2277

### [Aflac Grand Island –](#)

### [Mario Aguilar](#)

2550 N Diers Ave  
Grand Island NE 68803  
(800) 992-3522

### [Alliant Health Plans](#)

(800) 811-4793

### [American Family](#)

### [Insurance – Monte Hack](#)

204 N Walnut St  
Grand Island NE 68801-5958  
(308) 389-9124

### [American Family](#)

### [Insurance – Kristy](#)

### [Cavanaugh](#)

2925 W Stolley Park Rd Ste A  
Grand Island NE 68801-6804  
(308) 384-5161

### [Blue Cross Blue Shield](#)

### [of Nebraska](#)

1919 Ak-Sar-Ben Dr  
Omaha NE 68180  
(402) 982-7000

### [Equitable Life &](#)

[Casualty Insurance](#)  
2222 2<sup>nd</sup> Ave #600  
Kearney NE 68847  
(308) 236-7229

### [Farm Bureau, Central](#)

### [City – Shannon](#)

### [Hannappel](#)

1105 16<sup>th</sup> St  
Central City NE 68826  
(308) 946-3893

### [Farm Bureau, St. Paul –](#)

### [Clayton Gravatt](#)

904 2<sup>nd</sup> St  
Saint Paul NE 68873  
(308) 754-5481

### [Farmers Insurance –](#)

### [Amanda Hanquist](#)

1004 N Diers Ave Ste 206  
Grand Island NE 68803  
(308) 382-8787

### [Farmers Insurance –](#)

### [Kevin Fraley](#)

1811 W 2<sup>nd</sup> St Ste 320  
Grand Island NE 68803  
(308) 381-0102

### [Farmers Insurance –](#)

### [Aaron Reetz](#)

2138 N Webb Rd  
Grand Island NE 68803  
(308) 675-2750

### [Farmer's Mutual of](#)

### [Nebraska, Grand Island](#)

1932 Aspen Cir #F  
Grand Island NE 68803  
(308) 382-7272

### [Instamed](#)

(215) 789-3680

### [Liberty Mutual](#)

(800) 290-8711

### [Manhattan Life](#)

(800) 999-2971

### [Medicare](#)

(800) 633-4227

### [Medico Insurance Co.](#)

(800) 547-2401

### [Mutual of Omaha](#)

### [Insurance Co.](#)

527 Diers Ave Ste 1  
Grand Island NE 68803  
(308) 384-5090

## INSURANCE (continued)

### Nationwide

(402) 513-9972

### Gary Thompson

#### Agency, Inc.

217 E Stolley Park Rd B  
Grand Island NE 68801  
(308) 384-0388

### State Farm, Central City

#### - Chasity Pfeifer

407 G St  
Central City NE 68826  
(308) 946-5100

### State Farm, St Paul -

#### Joe Mlinar

1116 2<sup>nd</sup> St  
Saint Paul NE 68873  
(308) 754-4662

### United Health Care

(402) 445-5000

## STUDENT LOAN

### Federal Loan Servicing

(800) 699-2908

### Great Lakes

(800) 236-4300

### Mohela/SoFi

(877) 292-7470

### Navient

(888) 272-5543

### NelNet

(888) 486-4722

## UTILITIES

### Aurora Cooperative

PO Box 209  
Aurora NE 68818  
(402) 694-2106

### Black Hills Energy

(888) 890-5554

### City of Central City

PO Box 418  
Central City NE 68826  
(308) 946-3334

### City of St. Paul

704 6<sup>th</sup> St  
St. Paul NE 68873  
(308) 754-4483

### Howard Greeley RPPD

422 Howard Ave  
Saint Paul NE 68873  
(308) 754-4457

### Southern Power District

PO Box 1687  
Grand Island NE 68802  
(800) 579-3019

### Village of Palmer

PO Box 8  
Palmer NE 68864  
(308) 894-8665

### Village of Dannebrog

PO Box 130  
Dannebrog NE 68831  
(308) 226-2422

## TELECOMMUNICATIONS

### DirecTV

(800) 531-5000

### Dish Network

(800) 333-3474

### Eagle Communications

(877) 613-2453

### Frontier Communications

(800) 921-8101

### Great Call

(800) 918-8543

### Great Plains Communications

(855) 853-1483

### OnStar

(888) 466-7827

### Spectrum

(800) 892-4357

### US Cellular

(888) 944-9400

### Verizon

(800) 256-4646

### Viaero

(877) 484-2376

# AUTOMATIC PAYMENT AUTHORIZATION



**Note:** Check with the payee to make certain no other information or specific form is necessary to complete the change of your automatic payment to your new checking account. If this form is acceptable, complete the information below and provide it to the payee.

## AUTOMATIC PAYMENT AUTHORIZATION:

COMPANY NAME			
COMPANY ADDRESS	CITY	STATE	ZIP
ACCOUNT NUMBER	PAYMENT TYPE		

**Please change the account used for Automatic Payment to my new account:**

FIRST NAME	MIDDLE INITIAL	LAST NAME	
ADDRESS	CITY	STATE	ZIP
PHONE NUMBER	SOCIAL SECURITY NUMBER		

**My New Payment Information:**

**ARCHER CREDIT UNION**  
510 G St | PO Box 284  
Central City NE 68826-0284

**Account Information**

Account Type:  Checking

Account Number: \_\_\_\_\_  
Routing #: 304987191

**Card Information**

Card Type:  Debit

Card Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

## I hereby authorize:

- The payee/company listed above to initiate payments from my Archer Credit Union checking account listed above.
- The payee/company listed above to make any necessary adjustments for any debit made to my account in error.
- This authorization to remain in full force and effect until I send a written notice of change or cancellation.

ACCOUNT HOLDER SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

\*For checking accounts, please attach a preprinted voided check from your new checking account to this form and provide it to your payee. **Tip: Don't have checks for your new account? No sweat! Contact a Member Services Representative for a pre-printed counter check.**

# BILL PAYMENT WORKSHEET



List your Online Banking Bill Payments that need to be transferred to your new ACCU Bill Pay service. Copy this form if more space is needed.

**Tip:** Before you cancel your current bill payment service, print your Payee information and ALL of your Bill Payment History.

## CHECKLIST FOR ONLINE BILL PAYMENTS:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Electric Company | <input type="checkbox"/> Car Loan/Lease              | <input type="checkbox"/> Automobile Insurance    |
| <input type="checkbox"/> Gas Company      | <input type="checkbox"/> Student Loans               | <input type="checkbox"/> Life / Health Insurance |
| <input type="checkbox"/> Water Company    | <input type="checkbox"/> Credit Card _____           | <input type="checkbox"/> Auto Club (ex: AAA)     |
| <input type="checkbox"/> Telephone        | <input type="checkbox"/> Credit Card _____           | <input type="checkbox"/> Health Club             |
| <input type="checkbox"/> Cell Phone       | <input type="checkbox"/> Credit Card _____           | <input type="checkbox"/> Other _____             |
| <input type="checkbox"/> Cable Service    | <input type="checkbox"/> Department Store Card _____ | <input type="checkbox"/> Other _____             |
| <input type="checkbox"/> Mortgage         | <input type="checkbox"/> Other Loans _____           | <input type="checkbox"/> Other _____             |
| <input type="checkbox"/> Rent Payment     | <input type="checkbox"/> Home / Rental Insurance     |  |

TYPE OF PAYMENT (EX: MONTHLY WATER BILL, QUARTERLY INSURANCE PREMIUM)

PAYEE COMPANY NAME

ADDRESS

CITY STATE ZIP CODE

ACCOUNT NUMBER

PAYMENT TYPE:  Fixed Amount \$ \_\_\_\_\_ Frequency / Pmt Date \_\_\_\_\_  
 Amount varies

TYPE OF PAYMENT (EX: MONTHLY WATER BILL, QUARTERLY INSURANCE PREMIUM)

PAYEE COMPANY NAME

ADDRESS

CITY STATE ZIP CODE

ACCOUNT NUMBER

PAYMENT TYPE:  Fixed Amount \$ \_\_\_\_\_ Frequency / Pmt Date \_\_\_\_\_  
 Amount varies

TYPE OF PAYMENT (EX: MONTHLY WATER BILL, QUARTERLY INSURANCE PREMIUM)

PAYEE COMPANY NAME

ADDRESS

CITY STATE ZIP CODE

ACCOUNT NUMBER

PAYMENT TYPE:  Fixed Amount \$ \_\_\_\_\_ Frequency / Pmt Date \_\_\_\_\_  
 Amount varies

# ACCOUNT CLOSURE REQUEST



TO: \_\_\_\_\_  
FINANCIAL INSTITUTION WHERE YOU ARE CLOSING ACCOUNT

FROM: \_\_\_\_\_  
PRIMARY ACCOUNT HOLDER

\_\_\_\_\_  
SECONDARY ACCOUNT HOLDER

ADDRESS: \_\_\_\_\_  
STREET

\_\_\_\_\_  
CITY / STATE / ZIP

**Please close the following accounts with your institution:**

Account # _____	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>	Other _____
Account # _____	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>	Other _____
Account # _____	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>	Other _____
Account # _____	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>	Other _____

**Please send any funds remaining in these accounts to:**

To my account at:  
ARCHER CREDIT UNION  
PO BOX 284  
CENTRAL CITY NE 68826-0284

Acct #: \_\_\_\_\_  
Checking  Savings

The address shown above.

The following address:  
\_\_\_\_\_  
STREET  
\_\_\_\_\_  
CITY  
\_\_\_\_\_  
STATE / ZIP

***Thank you for your prompt attention to this request.  
Please contact me at the above phone number if you have any questions about this matter.***

\_\_\_\_\_  
PRIMARY ACCOUNT HOLDER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SECONDARY ACCOUNT HOLDER SIGNATURE

\_\_\_\_\_  
DATE