## 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 <u>Switch Kit Checklist</u> 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

Dannebrog

102 S Mill St / PO Box 70 Dannebrog NE 68831

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

510 G St / PO Box 284 Central City NE 68826

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

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.

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.

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 <a href="Account Information Worksheet">Account Menu</a> . Then stop into any of our <a href="branch locations">branch locations</a> to get started.  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.  *Membership qualifications apply. Contact a Member Service Representative for more information.
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!  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.  *Qualifications apply. Contact a Member Service Representative for more information.
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.  Tip: If you are transferring certificates, avoid any potential early-withdrawal penalties by checking the maturity dates.
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 <a href="Direct Deposit Checklist">Deposit Checklist</a> and <a href="Direct Deposit Authorization Form">Direct Deposit Checklist</a> and <a href="Direct Deposit Checklist">Direct Deposit Authorization Form</a> to simplify this process.  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.
Transfer automatic payments to your new checking account. Switch payment information with companies who automatically take payments from your old checking account. Use our <a href="Automatic Payment Checklist">Automatic Payment Checklist</a> and <a href="Automatic Payment Authorization Form">Automatic Payment Checklist</a> and <a href="Automatic Payment Authorization Form">Automatic Payment Change requests unless they are submitted on their own form. Check out our Company Reference Guide for Automatic Payments for more information.</a>
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.  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.
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 <a href="Automatic Payment Authorization Form">Authorization Form</a> to inform them of your new ACCU debit card number and expiration date.
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.  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.
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 <a href="Account Closure Request Form">Account Closure Request Form</a> .

## 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.

Owner or Additional Owner	Ownership of the funds in the account as well as the ability to take action, conduct transactions, and use the account products and services.
Transactor	Designated by an Owner or Additional Owner to conduct transactions on the account.
Information User	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).
Beneficiary	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.

<b>OWNER 1 INFORMATION</b>								CURRENT MEMBER WITH ACCU? ■ Yes ■ No
LEGAL NAME (match to ID provided):			SSN:		DC	B:		MOTHER'S MAIDEN NAME:
PHYSICAL ADDRESS:		CITY:			STATE:	ZIP:		HOME PH:
MAILING ADDRESS (if applicable):					STATE:	ZIP:		CELL PH:
DRIVER'S LICENSE #:	DL STATE:	DL ISS:		DL EXP:			EMAIL:	
EMPLOYER / RETIRED FROM:	1	1	OCCUPATION / PROFES	SION:				WORK PHONE:
■ ADDITIONAL OWNER	■ TRANSA	CTOR	■ INFORMA	ATION US	ER			CURRENT MEMBER WITH ACCU? ■ Yes ■ No
LEGAL NAME (match to ID provided):			SSN:		DC	)B:		MOTHER'S MAIDEN NAME:
PHYSICAL ADDRESS:		CITY:	1		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:	1		OCCUPATION / PROFES	SION:				WORK PHONE:
■ ADDITIONAL OWNER	■ TRANSA	CTOR	■ INFORMA	ATION US	SER			CURRENT MEMBER WITH ACCU? ■ Yes ■ No
■ ADDITIONAL OWNER  LEGAL NAME (match to ID provided):	■ TRANSA	CTOR	INFORMA	ATION US	ER	DB:		CURRENT MEMBER WITH ACCU? ■ Yes ■ No MOTHER'S MAIDEN NAME:
	■ TRANSA	CITY:				DB:		
LEGAL NAME (match to ID provided):	■ TRANSAC				DC			MOTHER'S MAIDEN NAME:
LEGAL NAME (match to ID provided):  PHYSICAL ADDRESS:	TRANSAC	CITY:	SSN:		STATE:	ZIP:	EMAIL:	MOTHER'S MAIDEN NAME:  HOME PH:
LEGAL NAME (match to ID provided):  PHYSICAL ADDRESS:  MAILING ADDRESS (if applicable):		CITY:	SSN:	DL EXP:	STATE:	ZIP:	EMAIL:	MOTHER'S MAIDEN NAME:  HOME PH:
LEGAL NAME (match to ID provided):  PHYSICAL ADDRESS:  MAILING ADDRESS (if applicable):  DRIVER'S LICENSE #:		CITY:	SSN:	DL EXP:	STATE:	ZIP:	EMAIL:	MOTHER'S MAIDEN NAME:  HOME PH:  CELL PH:
LEGAL NAME (match to ID provided):  PHYSICAL ADDRESS:  MAILING ADDRESS (if applicable):  DRIVER'S LICENSE #:  EMPLOYER / RETIRED FROM:		CITY:	SSN:	DL EXP:	STATE:	ZIP:	EMAIL:	MOTHER'S MAIDEN NAME:  HOME PH:  CELL PH:
LEGAL NAME (match to ID provided):  PHYSICAL ADDRESS:  MAILING ADDRESS (if applicable):  DRIVER'S LICENSE #:  EMPLOYER / RETIRED FROM:  BENEFICIARY		CITY:	SSN:	DL EXP:	STATE:	ZIP:	EMAIL:	MOTHER'S MAIDEN NAME:  HOME PH:  CELL PH:  WORK PHONE:
LEGAL NAME (match to ID provided):  PHYSICAL ADDRESS:  MAILING ADDRESS (if applicable):  DRIVER'S LICENSE #:  EMPLOYER / RETIRED FROM:  BENEFICIARY  LEGAL NAME:		CITY:	SSN:	DL EXP:	STATE:	ZIP:	EMAIL:	MOTHER'S MAIDEN NAME:  HOME PH:  CELL PH:  WORK PHONE:
LEGAL NAME (match to ID provided):  PHYSICAL ADDRESS:  MAILING ADDRESS (if applicable):  DRIVER'S LICENSE #:  EMPLOYER / RETIRED FROM:  BENEFICIARY  LEGAL NAME:  RELATIONSHIP TO OWNER 1:		CITY:	SSN:	DL EXP:	STATE:	ZIP:	EMAIL:	MOTHER'S MAIDEN NAME:  HOME PH:  CELL PH:  WORK PHONE:



WE PUT HEART INTO BANKING.

savings account *	checking account
regular savings	regular checking
additional savings	NOW checking *
junior grower account Ages 0-12  savings *  checking	debit card checks check images with statement overdraft protection / Courtesy Pay
debit card student certificate * educational savings account *	HSA *  debit card  checks
club savings account *	
club savings account *  vacation club [May 1]	à la carte
_	
vacation club [May 1]	online & mobile banking app e-statements CardValet [debit card control app] ACH / automatic payment instructions
vacation club [May 1] Christmas club [Nov 1]  certificate *	online & mobile banking app e-statements CardValet [debit card control app] ACH / automatic payment instructions scheduled internal transfer(s)
vacation club [May 1] Christmas club [Nov 1]  certificate *  6 - 60 month available	online & mobile banking app e-statements CardValet [debit card control app] ACH / automatic payment instructions scheduled internal transfer(s) online bill pay **
vacation club [May 1] Christmas club [Nov 1]  certificate *  6 - 60 month available  IRA *	online & mobile banking app e-statements CardValet [debit card control app] ACH / automatic payment instructions scheduled internal transfer(s)

\*Dividend-bearing account. See our Rates Sheet for current rates.

loans	help us know what general account activity to expect
consumer	any wires?
agricultural	If yes, # per month
commercial	direct deposit
mortgage	cash transactions (>\$3000/mo)

### **Choose Your Debit Card Style!**

Traditional Style



Pay with Pride<sup>+</sup> Nebraska Christian



Pay with Pride<sup>+</sup> St. Paul



Pay with Pride<sup>+</sup> Central City



Pay with Pride<sup>+</sup> Palmer



Pay with Pride<sup>†</sup> Centura



#### **Online Banking Self-Registration Instructions**



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

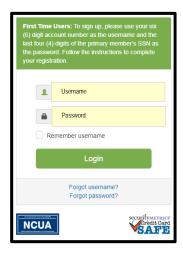
- Go to <a href="https://www.archerccu.com">https://www.archerccu.com</a> on your home computer or mobile device's internet browser. You can also follow these instructions (steps 3-10) on ACCU's Mobile App for Apple or Android.
- Depending on your browser, locate "Online Banking" and click on "Online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







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



- 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.



 Check your email (and your spam folder) for an email from <a href="mailto:support@archerccu.org">support@archerccu.org</a>. Once received, enter the code and click "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.

#### **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
- 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.
- 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

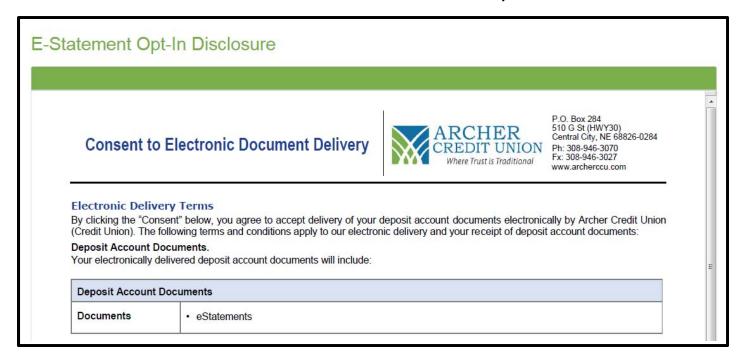
#### **E-Statement Enrollment Instructions**



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.

<sup>\*</sup>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.

		ACCO	UNT:	
	RE	CONCILI	ED AS OF	<del>, 2</del> 0
CHECKS C	DUTSTAND	ING		
Written but not		atement)	Enter Statement Balance	\$
Check #	Amount	•	Add Deposits made after statement date:	+
				+
			TOTAL:	\$
			Subtract Total of checks outstanding:	_
			after deducting Cha	uld agree with your checkbook baland
TOTAL			statement but not sho	own in checkbook.
	DE	ACCO	UNT:ED AS OF	20
	KL	CONCIL	LD A3 OF	, 20
CHECKS C Written but not	OUTSTAND		Enter Statement Balance	\$
	Amount			· · · · · · · · · · · · · · · · · · ·
			Add Deposits made after statement date:	+
				+
				+
			TOTAL:	\$
			Subtract Total of checks outstanding:	
		+	TOTAL BALANCE:	
			The total balance sho	uld agree with your checkbook balance
		1 1	6 1 1 2 01	1 10 0 0 0 1
			after deducting Cha statement but not sho	arges and adding Credits listed of

# 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:	Government Payments:
□ Payroll Direct Deposit	☐ Social Security
☐ Retirement/Pension Plan	☐ Federal Salary/Military Civilian Pay
☐ Interest Income	VA Compensation or Pension
□ Dividends	<ul> <li>Supplemental Security Income</li> </ul>
☐ Other	<ul><li>Railroad Retirement</li></ul>
□ Other	Civil Service Retirement
☐ Other	☐ Military – Active
☐ Other	☐ Military – Retirement
☐ Other	☐ Military – Survivor
Other	□ 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 ADDRESS	CITY	STATE	ZIP
Please change the accou			account:
FIRST NAME	MIDDLE INITIAL	LAST NAME	
ADDRESS	CITY	STATE	ZIP
PHONE NUMBER	SOCIAI	SECURITY NUMBER	
ly new account informa	tion:		
	ARCHER CREDIT   510 G St   PO Bo Central City NE 688	x 284	
Account Type:   Che	cking   □ Savings		
Account #:	Routing	<b>#:</b> 304987191	
hereby authorize:			
,	o initiate deposit of my funds	•	-
<ul><li>error.</li><li>Archer Credit Union to cred</li></ul>	•		•
GNATURE		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.
- Incase you need it, we've also provided an <u>Automatic Payment Authorization Form</u> 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:

 the payer about your hon account	
Electric Company	Credit Card:
Gas Company	Department Store Card:
Water Company	
Telephone Provider	Home/Rental Insurance
Cell Phone Provider	Auto Insurance
Cable Service	Life/Health Insurance
Mortgage or Rent Payment	Charitable Donations
Car Loan or Lease	Other:
Other Loans:	Other:
Credit Card:	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 <u>Automatic Payment Checklist</u> and <u>Automatic Payment Authorization Form.</u>

**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**

<u>American Express</u> (800) 528-4800

**Barclays Card** (877) 523-0478

Cabela's CLUB Visa (800) 850-8402

**Capital One** (800) 227-4825

<u>Chase</u> (800) 432-3117

<u>Citi Card</u> (855) 473-4583

**Discover** (800) 347-2683

<u>First National Bank of</u>
<u>Omaha</u>
(888) 530-3626

JCPenney (800) 527-4403

Kohl's Charge (855) 564-5748

Mastercard (800) 424-7787

<u>Visa</u> (800) 847-2911

#### **INSURANCE**

<u>AARP</u> (888) 687-2277

<u>Aflac Grand Island –</u> <u>Mario Aguilar</u>

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

Alliant Health Plans (800) 811-4793

<u>American Family</u> <u>Insurance – Monte Hack</u>

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

<u>Farm Bureau, Central</u> <u>City – Shannon</u> <u>Hannappel</u>

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

<u>Farmers Insurance –</u> <u>Amanda Hanquist</u>

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

<u>Farmers Insurance – Kevin Fraley</u>

1811 W 2<sup>nd</sup> St Ste 320 Grand Island NE 68803 (308) 381-0102 <u>Farmers Insurance –</u> Aaron Reetz

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

<u>Farmer's Mutual of</u> <u>Nebraska, Grand Island</u>

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

<u>Medico Insurance Co.</u> (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

#### <u>State Farm, St Paul –</u> <u>Joe Mlinar</u>

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

<u>Frontier</u> <u>Communications</u>

(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

### <u>Verizon</u> (800) 256-4646

<u>Viaero</u> (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 ADDRESS	CITY	STATE	ZIP
ACCOUNT NUMBER	PAYME	NT TYPE	
and abanda the account was	d for Automot	a Paymant to my	now coount
ase change the account use	MIDDLE INITIAL	LAST NAME	new account.
FIRST NAME	MIDDLE INITIAL	LAST NAME	
ADDRESS	CITY	STATE	ZIP
PHONE NUMBER	SOCIAL	SECURITY NUMBER	
FITONE NOWBER	SOCIAL	SECONT NOMBEN	
New Payment Information:			
	ARCHER CREDIT (		
	510 G St   PO Bo		
C	entral City NE 688	20-0284	
☐ Account Information	[	☐ Card Informati	on
<b>Account Type:</b> □ Checking		Card Type:	Debit
Account Number:		Card Number:	
Routing #: 304987191		Expiration Date:	
1 11 11			
ereby authorize:			
The payee/company listed above to i above.	nitiate payments fror	n my Archer Credit Unio	n checking account lis
The payee/company listed above to	make any necessary	adjustments for any deb	it made to my accoun
	roo and offeet until I s	and a written nation of a	hanga ar agnaellation
error.		enu a willen notice of c	nange or cancellation
error. This authorization to remain in full for	ce and effect dritti i s		
	ce and effect until 13		

<sup>\*</sup>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:

☐ Electric Compa ☐ Gas Company ☐ Water Compan ☐ Telephone ☐ Cell Phone ☐ Cable Service ☐ Mortgage ☐ Rent Payment	-	0000000	Car Loan/Lease Student Loans Credit Card Credit Card Department Store Ca Other Loans Home / Rental Insura	ard		Automobile Insurance Life / Health Insurance Auto Club (ex: AAA) Health Club Other Other Other
TYPE OF PAYMENT (EX: MONTI	HLY WATER	BILL, QUARTERLY INS	URANCE PREMIUM)			
PAYEE COMPANY NAME						
ADDRESS						
CITY		STA	ATE			ZIP CODE
ACCOUNT NUMBER						
PAYMENT TYPE:	0	Fixed Amount \$_ Amount varies		Frequency / P	mt Da	ate
TYPE OF PAYMENT (EX: MONTI	HLY WATER	BILL, QUARTERLY INS	URANCE PREMIUM)			
ADDRESS						
CITY		STA	ATE			ZIP CODE
ACCOUNT NUMBER						
PAYMENT TYPE:		Fixed Amount \$_ Amount varies		Frequency / P	'mt Da	ate
TYPE OF PAYMENT (EX: MONTI	JI V WATER	RII I OLIADTEDI VINS	I IDANICE DEMILIM			
		BILL, QUARTERET ING	ONANGE PREMIONI)			
PAYEE COMPANY NAME						
ADDRESS						
CITY		STA	ATE			ZIP CODE
ACCOUNT NUMBER						
PAYMENT TYPE:		Fixed Amount \$_ Amount varies		Frequency / P	mt Da	ate

# ACCOUNT CLOSURE REQUEST



TO:				
	FINANCIAL INSTITUTION WHERE YOU	J ARE CLOSING ACCOUNT		
FROM:				
	PRIMARY ACCOUNT	HOLDER		
	SECONDARY ACCOU	NT HOLDER		
ADDRESS:	STREET			
	OTTLET			
	CITY / STATE /	ZIP		
lease close the following a	accounts with your in	nstitution:		
Account #	Checking	Savings	Other	
Account #	Checking	Savings	Other	
Account #	Checking	Savings	Other	
Account #	Checking	Savings	Other	
lease send any funds rem	aining in these accou	unts to:		
☐ To my account at: ARCHER CREDIT UNION	☐ The address	shown above.	☐ The following the follo	llowing address:
PO BOX 284 CENTRAL CITY NE 68826-0	0284			STREET
Acct #:			-	CITY
Checking Savings				STATE / ZIP
Thank	x you for your promp	t attention to this	c roquost	
Please contact me at the				about this matter.
PRIMARY ACCOU	JNT HOLDER SIGNATURE		DATE	
			<u> </u>	
SECONDARY ACC	OUNT HOLDER SIGNATURE		DATE	