



Welcome to Conservation Employees Credit Union! We are confident that you will love your new checking account, and we invite you to check out how our credit union's other products and services can be of benefit to you. First, however, we know that changing financial institutions can be confusing to many people, so we have provided this "switch kit" to help guide you through the process!

By using this checklist, you can quickly and safely move all of your checking activities to your new CECU checking account in just 5 easy steps. For privacy reasons, banks and credit unions are now somewhat limited in our ability to make contact with your other financial partners on your behalf, but our friendly member service representatives are always happy to answer any questions you may have about the process. You may contact us by calling: **573-415-2220 or toll free at 888-897-2323.**

ACCOUNT SWITCHING CHECKLIST

1. STOP USING YOUR FORMER CHECKING ACCOUNT

- Stop writing checks on your former account, once you receive your new CECU checks and debit card
- Destroy your old checks and cut up any debit and ATM cards that are attached to that account
- Be sure to leave sufficient funds in your account to cover any outstanding payments until they have processed

2. CHANGE YOUR DIRECT DEPOSITS

- Make sure you have accounted for all deposits that are made to your old account (look at statements)
- Make your new CECU checking account the new destination account for any direct deposits by sending notice to your employer, retirement plan administrator, the Social Security Administration, or other income source
 - You may wish to make copies of the included Direct Deposit Authorization form for this purpose (please note that some institutions may require you to use their own form, but it will likely require most of the same information); and don't forget to include a copy of a voided check from your new CECU checking account
 - If you receive Social Security payments, call 1-800-772-1213 to switch your direct deposit
 - Your new checking account # is: CECU ABA routing # is:

3. CHANGE YOUR AUTOMATIC PAYMENTS

- Identify all of the payments that you make automatically from your previous checking account (look at statements)
- Notify each payee that your CECU checking account will be the new source of payment funds
 - You may wish to make copies of the included Request to Transfer Automatic Payments form for this purpose (please note that some institutions may require you to use their own form, but it will likely require most of the same information); don't forget to include a copy of a voided check from your new CECU checking account
 - It is a good idea to follow-up with each payee a couple of weeks after sending them your forms

4. SIGN UP FOR CECU VIRTUAL BRANCH AND MOBILE APP

- Although this is an optional step, online and mobile app options are free and easy ways to track the status of your direct deposits, account balances, and other transactions from your desktop computer or mobile device.

5. CLOSE YOUR FORMER ACCOUNT

- Make sure all of your outstanding checks have cleared and all other activity – such as direct deposits and automatic payments – have stopped
- Notify your former financial institution of your request to close your old account
 - You may wish to make copies of the included Account Closing Request form for this purpose (please note that some institutions may require you to use their own form, but it will likely require most of the same information)
- Upon your request, your former financial institution should provide you with the remaining balance in your account



**Conservation
Employees'
Credit Union**

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Direct Deposit Authorization
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Complete, sign and send a copy of this letter to each company you authorize to make Direct Deposits into your new CECU account(s). Attach a voided check from each account with each request.

COMPANY INFORMATION

Date _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Phone # _____

CECU MEMBER INFORMATION

Name _____

Account # _____

Address _____

City _____ State _____ Zip Code _____

Phone # _____ day / evening (circle one)

CREDIT UNION INFORMATION

Conservation Employees Credit Union

PO Box 180, Jefferson City, MO 65102

573-415-2220

ABA Routing Number: 286580807

DEPOSIT INFORMATION

Account # _____ share savings / share draft checking / CD / Other Amount \$ _____

Account # _____ share savings / share draft checking / CD / Other Amount \$ _____

Account # _____ share savings / share draft checking / CD / Other Amount \$ _____

I authorize the above name company to make deposits into the CECU account(s) identified above and authorize the Credit Union to accept such deposits. It is agreed that these deposits and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association. I understand this authorization replaces any previous authorization and will remain in full force and effect until the company name above has received written notification from me of its termination in time to afford the company and the depository a reasonable opportunity to act.

CECU Member Signature _____ Date _____



**Conservation
Employees'
Credit Union**

**Request to Transfer
Automatic Payments**

Complete, sign and send a copy of this letter to each company you currently pay using an automatic withdrawal from your account. Attach a voided check from your new CECU account with each request.

COMPANY INFORMATION

Date _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

ATTENTION: ACCOUNTS RECEIVABLE/ACCOUNTING

To whom it may concern,

The bank account I have been using for automatic payments on my account with your company (account number _____) is no longer active. Please immediately change the source of my automatic payments to the following:

Conservation Employees Credit Union

PO Box 180

Jefferson City, MO 65102

573-415-2220

ABA Routing Number: **286580807**

My CECU member account #:

Signature(s) _____/_____

Print Name(s) _____/_____

Address _____

City _____ State _____ Zip Code _____

Phone # _____ day / evening (circle one)



**Conservation
Employees'
Credit Union**

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Account Closing Request
.....

Date _____

Former Bank Name _____

Address _____

City _____ State _____ Zip Code _____

This letter is to inform you that I (we) have decided to close the account(s) listed below. Please send a check for any remaining funds in the account(s) to my address listed below. If you have any questions regarding this request, please contact me at the phone number and address listed here. Thank you.

ACCOUNT OWNER INFORMATION

Name _____

Co-Owner (if any) _____

Address _____

City _____ State _____ Zip Code _____

Phone # _____ day / evening (circle one)

ACCOUNT INFORMATION

Account # _____ share savings / share draft checking / CD / Other (circle one)

Account # _____ share savings / share draft checking / CD / Other (circle one)

Account # _____ share savings / share draft checking / CD / Other (circle one)

Account Owner Signature _____ Date _____

Co-Owner Signature (if any) _____ Date _____