



Wherever you are.

Checking Switch Kit



Switch Kit Check List

- Notify old bank that you are closing your old account
- Send notification to companies who make automatic withdrawals from your old account informing them that you have a new account
- Send notification to direct deposit companies that you have a new account
- Enclose a voided check from your new account when setting up or switching your direct deposit
- Cancel any payments being made through Internet Banking on your old account
- Call each recurring Debit Card payee and switch to your new Finex Credit Union card
- Allow up to ten business days for checks to clear on your old account
- Mail in closure letter for current banking institution (only once all automatic credits and debits have been switched and all outstanding checks have cleared)
- Destroy any unused checks, deposit clips, Debit/ATM card from your old account





Close Account Form

To close an account, complete and mail or fax this form to your former financial institution. Additional forms may be required to close your account.

To:

Financial Institution Name

Financial Institution Address

City State Zip

From:

Customer Name(s)

Customer Address

City State Zip

To Whom It May Concern:

Please close my account, effective today's date, and send a check for the remaining balance to my address above.

I understand that all checks, automatic debits and other transactions need to have cleared before completely closing my account(s). I have made arrangements to switch my automatic debits and automatic deposits.

Name(s) on Account

Account Number

Account Number

Name(s) on Account

Type of Account

Type of Account

If you have any questions, please contact me at the following number:

_____ Day / Evening (circle one)
Phone Number

Thank you for your prompt attention to this matter.
Sincerely,

Customer Signature

Customer Name (Print)

Date

Joint Account Holder Signature

Joint Account Holder Name (Print)

Date





Direct Deposits and Automatic Payments Form

To change or set up Direct Deposits or Automatic Payments complete this form and send it to your employer or creditor. The company initiating Direct Deposit or Automatic Payment may require an additional form or more information.

To:

Business Name

Business Address

City State Zip

Account Number

From:

Customer Name

Customer Address

City State Zip

ID Number (if applicable)

To Whom It May Concern:

Please redirect my direct deposit/automatic payment for the above account number to my new Finex Credit Union account as instructed below.

Please change my: Account Type:

- Direct Deposit Automatic Payment Checking Savings

Effective:

- Immediately Beginning ____/____/____

My First New England Federal Credit Union account information:

Account Number

Routing Number

If you have any questions about this request, please contact me at the following number:

____ Day / Evening (circle one)

Phone Number

Sincerely,

Signature

Date

Attach a VOIDED Check from your new First New England Federal Credit Union checking account to this page.

