

# Make the Switch!



**LG&W**  
Federal Credit Union

**Use this guide to make  
switching your accounts easy  
and organized**

- > Switch kit checklist
- > Automatic payment and deposit checklist
  - > Direct deposit transfer letter
  - > Automatic payment transfer letter
  - > Account closure request letter

# Thank you for choosing LG&W Federal Credit Union! This booklet will help make your transition to us easier.

## **Step 1: Get Organized**

- Open a LG&W Federal Credit Union account.
- Review your last few statements from your other financial institution(s) and identify all automatic payments and automatic deposits. Use the Automatic Payment and Deposit Checklist in this kit to keep you organized.

*Remember: Not all automatic payments that you have previously established occur on a monthly basis. For example, insurance payments, some utilities and federal and state tax returns / payments can occur on irregular intervals such as bi-monthly, quarterly or even an annual basis.*

## **Step 2: Move Your Direct Deposit & Automatic Payments**

Prepare to move your direct deposit by completing the Direct Deposit Transfer Letter included on the last page of this kit.

- To transfer social security direct deposit, you can either call Social Security Administration or visit [www.ssa.gov](http://www.ssa.gov).
- Set up new automatic payments by either using the Automatic Payment Transfer Letter, or by using our free bill pay service in Online Banking. If you are setting up more than one payment, print or make additional copies of the Automatic Payment Transfer Letter for each automatic payment.
- You may be asked to fill out an additional form by the company making the automatic payments / deposits.

## **Step 3: Close Your Old Account**

Confirm all pending withdrawals have cleared your old account(s) and confirm all automatic payments have been transferred to your new account(s).

***Reminder: Leave sufficient funds in your former account(s) to cover any outstanding checks or pending automatic payments.***

- Complete the Account Closure Request Letter and send it to your former financial institution. (Some financial institutions may require you to fill out additional forms). If your account is an interest-bearing account, request to have your accrued interest be paid prior to closing.
- Destroy any unused checks, ATM/debit and credit cards, and deposit slips associated with your former account(s).
- Start using your new LG&W Federal Credit Union account for all your deposits and payments.

## **Step 4: Keep Copies For Your Records**

- Remember to keep a copy of all documents, letters and forms for your personal records.

## **Step 5: Transfer Other Accounts and Loans**

- Consider making your financial life less complicated by transferring other accounts to LG&W Federal Credit Union. We offer a complete line of financial products including mortgage services. With all of your funds in one place, managing your money will be easier.
- Call us at (901) 680-7995, or visit our branch and we will be happy to assist you.

## AUTOMATIC PAYMENT CHECKLIST

PAYMENT	COMPANY	ACCOUNT #	DATE OF PAYMENT
Mortgage / Rent			
Auto Loans			
• Insurance			
• Life			
• Homeowners			
• Car			
• Pet			
Credit Card			
Gas / Oil			
Electric			
Cable / Netflix			
Telephone			
Cell Phone			
Water			
Garbage			
Internet			
Health Club			
Investments			
IRA / Retirement			
Charities			
Education / Daycare			
Health Club			
Other			

## AUTOMATIC DEPOSIT CHECKLIST

DEPOSIT	COMPANY	ACCOUNT #	DATE OF DEPOSIT
Payroll			
Pension / Retirement			
Social Security			
Investment Incomes			
Child Support			
Other			

# Automatic Payment Transfer Letter

Complete this form for every company initiating a withdrawal from your account. Then, give this signed form, along with a voided check or account verification letter from your new LG&W Federal Credit Union account, to the party making the withdrawal.

New Automatic Payment

Change Existing Automatic Payment

## COMPANY INFORMATION:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Customer Account Number with Payee/Company: \_\_\_\_\_

## YOUR INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone \_\_\_\_\_

## LG&W FEDERAL CREDIT UNION INFORMATION:

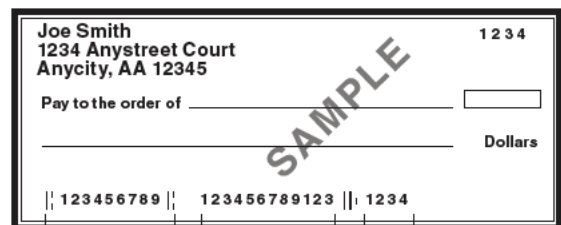
Routing Number: 284084635

Account Number: \_\_\_\_\_

Please withdraw funds from my:

Checking Account

Savings Account



Routing

Account

Check

I authorize \_\_\_\_\_ (biller/company) to make withdrawals from my LG&W Federal Credit Union account(s) as indicated above, and authorize the credit union to process such withdrawals.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

# Direct Deposit Transfer Letter

Complete this form for every company initiating a direct deposit to your account. Then, give this signed form, along with a voided check from your new LG&W Federal Credit Union account, to the party making the direct deposit.

New Direct Deposit

Change Existing Direct Deposit

## COMPANY INFORMATION:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Customer Account Number with Payee/Company: \_\_\_\_\_

## YOUR INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone \_\_\_\_\_

## LG&W FEDERAL CREDIT UNION INFORMATION:

Routing Number: 284084635

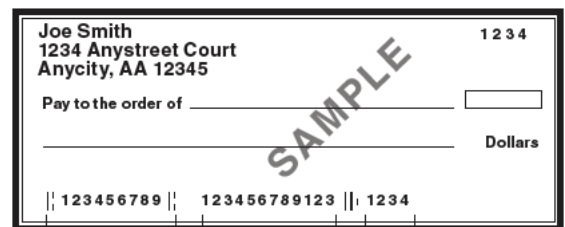
Account Number: \_\_\_\_\_

Please withdraw funds from my:

Checking Account

Savings Account

Amount \$ or % (circle one) \_\_\_\_\_



Routing      Account      Check

I authorize \_\_\_\_\_ (biller/company) to make direct deposits to my LG&W Federal Credit Union account(s) as indicated above, and authorize the credit union to accept such deposits.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_

# Account Closure Request

**FORMER FINANCIAL INSTITUTION:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone # \_\_\_\_\_

**To Whom It May Concern:**

Please accept this letter as my authorization to close the accounts listed below effective as of \_\_\_\_\_(date). To the best of my knowledge all transactions including ATM/ Debit card, automatic deposits/payments and checks written have posted to the following accounts.

Please close the account(s) noted below and mail the balance and any interest earned to the address below.

**Former Account Number:** \_\_\_\_\_

**Former Account Number:** \_\_\_\_\_

**Former Account Number:** \_\_\_\_\_

**Former Account Number:** \_\_\_\_\_

**CUSTOMER INFORMATION:**

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_