

Switch Kit Checklist

Print this checklist and check off the items as you complete items.



- Open your membership and checking account at TUFCU Credit Union. You may do this by visiting any of our branch locations.
- Verify that all checks, check card transactions, and scheduled bill payments have cleared your old checking account.
- Make certain funds are available in your old account to cover any automatic payments, checks, and check card transactions that may still be withdrawn. Check maturity dates on Certificates of Deposit if transferring in order to avoid early withdrawal penalties.
- Direct Deposit Change Request [Form](#)
- Send written notices to companies with which you have direct deposit (employer, government deposits, pension, transfers from other financial institutions, investment dividends, child support or court-issued deposits, etc.) notifying them that you want to switch your direct deposits to your new TUFCU Credit Union account.
- To change Social Security deposits, visit:**
www.ssa.gov/deposit/howtosign.htm
Or call the Social Security Administration: 1-800-772-1213 (TTY 1-800-325-0778)
TUFCU Credit Union Routing/Transit number: 2313-8757-6
- Authorization for switching Automatic Payment Transfers [Form](#)
- Send written notices to companies that automatically take payments from your checking (utilities, mortgage, insurance, brokerage, credit cards, internet service providers, transfers to banks, child support or court issued payments) notifying them that you are closing the account and wish notices directed to your new account.
- Verify your direct deposits and automatic payments have begun posting to your new account.
- Account Closing Request [Form](#)
- Send written notice to your old financial institution informing them you are closing your account.