

# Switch Kit Checklist

Print this checklist and check off the boxes on your printed copy as you complete the items listed below.



Open your membership and checking account at Mid Oregon Credit Union. You may do this by visiting any of our branch locations.

Download and mail all the necessary forms below.

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available in your old account to cover any automatic payments, checks, and check card transactions that may still be withdrawn.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**

Send written notices to companies that you have direct deposit with (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 account at Mid Oregon Credit Union.

## **Authorization Agreement for Direct Deposit**

Send written notice to set up direct deposits with any new companies or individuals.

- To change Social Security deposits, visit: [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm)
- Or call the Social Security Administration: 1-800-772-1213 (TTY 1-800-325-0778)

## **Mid Oregon Credit Union**

**Routing/Transit number: 323274186**

## **Authorization for Canceling Automatic Payments**

Send written notices to companies who automatically take payments from your checking account (utilities, mortgage, insurance, brokerage, credit cards, internet service providers, transfers to other banks, child support or court issued payments, etc.) notifying them that you are closing the account.

## **Authorization for Transferring Automatic Payments**

Send this form to companies notifying them that you want to transfer existing automatic payments from your previous financial institution to Mid Oregon Credit Union.

## **Authorization for Automatic Payment**

Send a notification to companies in order to set up new automatic payments.

Verify that your direct deposits and automatic payments have begun posting to your new Mid Oregon Credit Union account.

## **Account Closing Request Form**

Send written notice to your old financial institution informing them you are closing your account.