

## MAKE THE SWITCH TO BETTER BANKING TODAY!

You can make the move to Neighbors United Federal Credit Union in three easy steps. Everything you'll need is provided in this handy Switch Kit. We can't wait to welcome you to Neighbors, where you'll enjoy a better experience for all of your banking needs!

# 1

### OPEN YOUR NEW ACCOUNT.

Apply online in minutes or visit your local branch to open your new Neighbors account(s).

# 2

### SWITCH YOUR DIRECT DEPOSITS AND AUTOMATIC WITHDRAWALS.

If you have any automatic transactions, use the provided forms to switch them seamlessly to Neighbors.

# 3

### CLOSE YOUR OLD ACCOUNT.

Now you're ready to switch. Simply fill out the provided form to close your old account(s). Any remaining account balance will be transferred to Neighbors.

# Direct Deposit Authorization

**You can use your keyboard to fill out this form online,  
or you can print the form and complete it by hand.**

Use this form to authorize your employer, retirement and pension funds, or any other agency to deposit your payment directly into your Neighbors account. Use one form for each direct deposit.

## NOTIFICATION OF DIRECT DEPOSIT AUTHORIZATION CHANGE

Company or Employer:  Employee ID:   
Address:   
City, State, Zip:   
Phone Number:  Fax Number:

Effective immediately, please deposit the net amount of my check to my Neighbors account. I authorize (name of depositor)  to automatically deposit funds into the account below. This authorization shall remain in place until I have submitted a new authorization, or until this authorization is changed or revoked by me in writing.

Mark your desired option.

Net Amount to Neighbors United Federal Credit Union **CHECKING**

Account #  Routing #

Net Amount to Neighbors United Federal Credit Union **SAVINGS**

Account #  Routing #

Signature:  Date:

Name:  Phone Number:

Address:  City, State, Zip:

## DIRECT DEPOSIT CHECKLIST

Use this list to remember all your direct deposits you might need to transfer. These are the most common direct deposits:

\_\_\_\_\_ Payroll      \_\_\_\_\_ Investments      \_\_\_\_\_ Retirement Plans      \_\_\_\_\_ Social Security

218 Birchtree Drive • Greenwood, SC 29649 | 1518 Highway 246 South • Greenwood, SC 29649-0030  
FAX 864.941.8924 • [mynucu.org](http://mynucu.org)

# Automatic Withdrawal Authorization

*You can use your keyboard to fill out this form online,  
or you can print the form and complete it by hand.*

Use this form to authorize a change to any automatic payment, deductions, or withdrawals from your account. Use one form for each automatic withdrawal. Many companies and agencies also make it easy to change your account on record online.

## NOTIFICATION OF WITHDRAWAL AUTHORIZATION CHANGE

Company or Employer:

Address:

City, State, Zip:

Phone Number:

Fax Number:  Employee ID:

Please **change** my automatic withdrawal from the following account:

Financial Institution:

Account #  Routing #

Please make all **future** automatic withdrawals from the following account:

Financial Institution:

Account #  Routing #

### Authorization

This authorization will remain in effect until I have submitted to you a new authorization, or until you have been notified by me in writing that this authorization has been changed or revoked.

Signature:  Date:

Name:

Address:

City, State, Zip:

Phone Number:

## AUTOMATIC WITHDRAWAL CHECKLIST

Use this list to remember all your automatic payments you might need to transfer.

These are some of the most commonly used automatic payments:

Home Mortgage

Auto Loans

Utilities

Insurance

Cable/Internet

Gym/Club Membership

Credit Cards

Investments

Subscriptions

Charitable Donations

# Account Closure Authorization

*You can authorize your remaining balance to be deposited automatically to your new Neighbors account(s) or paid by a check forwarded to your mailing address.*

Use this form to close your account(s) at your former financial institution.  
Be sure to verify any outstanding items have cleared your old account.

## NOTIFICATION OF ACCOUNT CLOSURE AUTHORIZATION

To Whom It May Concern:

Financial Institution:

Address:  City, State, Zip:

Please close my account:

Account Number:  Primary Owner:

Address:  City, State, Zip:

Please send the remaining balance to:

Mark your desired option.

Please deposit directly to my new account at Neighbors United Federal Credit Union.

Account #  Routing # **253279345**

Please forward me a check to my address listed below.

Primary Signature:  Date:

Secondary Signature:  Date:

Name:

Address:  City, State, Zip:

Phone Number:

## CONGRATULATIONS!

You had to sign your name a few times, but submitting these forms completes your switch to a truly better banking experience. We can't wait to show you the difference a local partner makes.

**Welcome to Neighbors United Federal Credit Union!**