

Switch Kit
New Account Conversion Checklist

You may check the boxes next to the items you've completed (if any) and keep this checklist handy. As you continue completing items, simply check off the boxes on your copy.

___ Make sure all checks have cleared on your checking account.

___ Make certain enough funds are available in your account to cover any automatic payments that may yet need to be withdrawn.

___ Double check maturity dates if transferring a Certificate of Deposit in order to avoid possible penalties.

___ Send **written notice** * to your direct deposit vendors (payroll, CD interest payments, etc) of the change in your relationship.

___ Send **written notice*** to your vendors who automatically take your payments from your checking account (utilities, insurance companies, internet service providers, banks, etc) that you are closing the account.

___ Send a **written notice*** to the financial institution that you are closing the account.

****All written notices to vendors and previous financial institution(s) are included with this kit.***

Please note that social security direct deposits must be setup/changed at the social security administration office.

Direct Deposit Change Notice

Complete & submit the form below to any company or organization who is automatically depositing funds to your existing checking or savings account.

Member Information

Name

Social Security #

Phone #

Address

City

State

ZIP

Previous Financial Institution Information

Name of Institution

Account #

Address

City

State

ZIP

NEW Financial Institution Information

Northeast Community Credit Union

980 Jason Witten Way
Elizabethton, TN 37643
Phone: (423) 547-1200
Routing #264278827

I am writing to authorize my direct deposit account information be changed from _____ to

Northeast Community Credit Union.

I have attached NCCU's direct deposit form for reference.

Please make this change effective:

Effective Date

Print Name

Signature

Date of Signature

Automatic Payment Change Notice

Complete & submit the form below to any company or organization who is automatically withdrawing payments from your existing checking or savings account. Some places will allow you to make this change through an online portal.

Member Information

Name

Social Security #

Phone #

Address

City

State

ZIP

Previous Financial Institution Information

Name of Institution

Account #

Address

City

State

ZIP

NEW Financial Institution Information

Northeast Community Credit Union

980 Jason Witten Way
Elizabethton, TN 37643
Phone: (423) 547-1200
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I am writing to authorize my direct deposit account information be changed from _____ to

Northeast Community Credit Union.

I have attached NCCU's direct deposit form for reference.

Please make this change effective:

Effective Date

Print Name

Signature

Date of Signature

Checking Account Closure Notice

After you have transitioned your direct deposits and automatic payments over to Northeast Community Credit Union, complete & submit the form below to your previous financial institution.

Previous Financial Institution Information

Name of Institution

Account #

Address

City

State

ZIP

Checking Account #

Primary Account Owner

Social Security #

Phone

Joint Owner (If applicable)

Please mail balances to:

Northeast Community Credit Union

980 Jason Witten Way
Elizabethton, TN 37643
Phone: (423) 547-1200
Routing #264278827

I hereby authorize the closing of my checking account.
All my checks have cleared the account, and all direct deposits/automatic payments have been stopped.

Effective Date

Print Name

Signature

Date of Signature