



Wiregrass Federal Credit Union
Switch Kit

Use our switch kit to make the switch today!
Our members enjoy many advantages, just read on to find out more!

Wiregrass Federal Credit Union is looking for a Few Good Members, and we want you to be one. With our FREE Checking Accounts comes:

- a. Free Debit Card
- b. Free Bill Pay (for students)
- c. Free Online Banking and Mobile Banking
- d. Lower Loan Rates
- e. Higher Rates on Deposit Accounts
- f. Lower Credit Card Rates

It only takes \$25.00 and a few minutes to open a Checking Account that comes with a Debit Card. We can print out Starter Checks that can be used to change direct deposits and Automatic Payment to your new Wiregrass Checking Account. We are always eager to answer any questions that you might have, because Wiregrass Federal Credit Union strives to provide the ultimate in service; we are a credit union that cares.

Step 1: Open a primary savings account with \$6 deposit and the checking account with a \$25 deposit.

Step 2: Use the starter checks to transfer any direct deposit and automatic payments to the new Wiregrass checking account.

Step 3: Stop using the other accounts, and wait for everything to clear. Make sure that all deposits and automatic payments are transferred.

Step 4: Close other checking accounts.

SWITCH KIT: CHECKLIST

We know that you are busy enough, so, at Wiregrass Federal Credit Union, we want to make your move as easy as possible. Follow our simple checklist to get things started. Call us if you need assistance.

Step 1: Open your new account(s) with Wiregrass Federal C U

- Checking Account # _____
- Savings Account # _____
- WFCU Routing # _____

▪ Step 2: Transfer your automatic deposits and payments to your new account

- Confirm that all checks and automatic withdrawals have cleared from your old account. This may take a few weeks so be sure to leave adequate funds in your old account to cover them.
- Use the Direct Deposit Transfer letter provided to notify your employer (and/or other depositors, including retirement, pension, and Social Security) that you have changed your deposit account. *Note: Some agencies may require that you complete their own "change of deposit account" form. Contact them to request one.*
- Use the AUTOMATIC PAYMENT CHECKING ACCOUNT CHANGE letter provided to notify all the vendors you have authorized to make automatic debits that you have moved your checking account to Wiregrass Federal Credit Union. They will need the routing number printed above and your new account number. *Note: Some vendors may require at least two weeks prior notice to the next scheduled transaction to process an account change request.*
- Cancel automatic charges to your previous debit card by contacting the appropriate companies. If you wish to transfer payments to your new WFCU debit card, be prepared to provide vendors with your new card's account number and expiration date.
- Cancel automated payment services, such as bill payment by phone or online, by contacting your previous financial institution. WFCU has a variety of automated services and your customer service representative will be happy to set them up for you.

▪ Step 3: Close your old account.

- Use the ACCOUNT CLOSING NOTIFICATION letter to close your old account and to request that your previous financial institution mail you a check for the balance of funds. Verify that all outstanding transactions have cleared the account before closing it.

DIRECT DEPOSIT TRANSFER AUTHORIZATION

Date

Employer/Depositor's Name

Mailing Address City State Zip

Re: Change of Deposit for Social Security Number: _____

To Whom It May Concern:

You currently deposit ____ my paycheck ____ other funds: _____

Old Institution: _____

Routing Number: _____

Account #: _____

Amount Deposited: _____

2nd Account #: _____

Amount Deposited: _____

Please discontinue depositing to the above account(s) and begin sending the same deposit(s) to:

Wiregrass Federal Credit Union

P O Box 216

Dothan, Alabama 36302

Routing Number: 262183626

Account #: _____ Amount to Deposit: _____

2nd Account #: _____ **Amount to Deposit:** _____

If you have any questions about this request, please contact me at one of the following numbers:

Daytime: () _____ Evening: () _____

I authorize:

- The above listed entity to initiate deposit of funds to my Wiregrass FCU checking and/or savings account(s).
- Wiregrass Federal Credit Union to credit entries to my account(s).
- This authorization is to remain in effect until I send written notice of change or cancellation.

Signature: _____

Print Name: _____

Mailing Address: _____



AUTOMATIC PAYMENT CHECKING ACCOUNT CHANGE

Date

Company authorized to make automatic withdrawal

Mailing Address City State Zip

Re: Switching the automatic payment checking account for _____
Vendor Acct # or other identifying #

To Whom It May Concern:

You currently withdraw \$ _____ from the following account:
Amount

Old Institution: _____ Routing Number: _____

Checking Account #: _____

For: _____ On: _____
Reason for payment Date of payment

Please discontinue depositing to the above account(s) and begin sending the same deposit(s) to:
Wiregrass Federal Credit Union
PO Box 216
Dothan, Alabama 36302
Routing Number: 262183626

Account #: _____ Amount to Deposit: _____

2nd Account #: _____ Amount to Deposit: _____

If you have any questions about this request, please contact me at one of the following numbers:

Daytime () _____ Evening () _____

I authorize:

- The above listed entity to initiate deposit of funds to my Wiregrass Federal Credit Union checking and/or Savings account(s).
- Wiregrass Federal Credit Union to credit entries to my accounts(s)
- This authorization is to remain in effect until I send written notice of change or cancellation

Signature _____

Print Name _____

Mailing Address _____



DIRECT DEPOSIT AUTHORIZATION

Date

Employer/Depositor's Name

Mailing Address

City

State

Zip

Re: Direct Deposit for social security number: _____

To Whom It May Concern:

Please begin sending my payroll directly deposited to:

Wiregrass Federal Credit Union

P O Box 216

Dothan, Alabama 36302

Routing Number: 262183626

Account #: _____ Amount to Deposit: _____

2nd Account #: _____ Amount to Deposit: _____

If you have any questions about this request, please contact me at one of the following numbers:

Daytime: () _____ Evening: () _____

I authorize:

- The above listed entity to initiate deposit of funds to my Wiregrass FCU checking and/or savings account(s).
- Wiregrass Federal Credit Union to credit entries to my account(s).
- This authorization is to remain in effect until I send written notice of change or cancellation.

Signature: _____

Print Name: _____

Mailing Address: _____



DIRECT DEPOSIT AUTHORIZATION

Date

Employer/Depositor's Name

Mailing Address City State Zip

Re: Direct Deposit Authorization for Social Security Number: _____

To Whom It May Concern:

Please begin sending my payroll directly deposited to:

Wiregrass Federal Credit Union

P O Box 216

Dothan, Alabama 36302

Routing Number: 262183626

Account #: _____ Amount to Deposit: _____

2nd Account #: _____ Amount to Deposit: _____

If you have any questions about this request, please contact me at one of the following numbers:

Daytime: () _____ Evening: () _____

I authorize:

- The above listed entity to initiate deposit of funds to my Wiregrass FCU checking and/or savings account(s).
- Wiregrass Federal Credit Union to credit entries to my account(s).
- This authorization is to remain in effect until I send written notice of change or cancellation.

Signature: _____

Print Name: _____

Mailing Address: _____
