

## Switch Kit -

### Five Simple Steps

1. Open your account at Encompass Niagara Federal Credit Union.
2. Stop using your old account. Let all of your outstanding checks clear. Destroy any unused checks, deposit slips and ATM/Debit cards.
3. Change direct deposits. Simply fill out this form and give it to your employer, the Social Security Administration or your retirement plan. (scroll down to print form)
4. Change automatic payments. Use the form to change all automatic withdrawals. Don't forget about those that use your old debit card number, such as automatic payments made online. (scroll down to print form)
5. Close your old account. Send in the form to close your old account. If after all of your checks have cleared, you have a remaining balance, your old bank will send you a check. (scroll down to print form)

## Please change accounts for my direct deposit

\_\_\_\_\_ Date

Employer/Company sending deposit : \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

You are currently making a direct deposit into the following account:

Old Financial Institution \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Please start making these automatic deposits into my new account:

**Encompass Niagara Federal Credit Union ACH Routing Number: 222381581**

\_\_\_\_\_ Savings \_\_\_\_\_ Checking

Encompass Niagara FCU Account Number \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Consult the Automatic Payment/Deposit Checklist to determine which companies you need to notify that you have switched your checking account to Encompass Niagara Federal Credit Union. After notification, these companies should establish automatic payments from your new checking account.

## Automatic Payment/Deposit Checklist

Mortgage  
Social Security  
Employer  
Cell Phone  
Telephone  
Electricity  
Internet  
Cable  
Credit Cards  
Insurance  
Loans  
Investments  
Health Clubs  
Other

As you make the switch, Encompass Niagara Federal Credit Union wants to ensure that you have not omitted any payments. As a suggestion, we recommend that you review your last three bank statements (example: checking, etc.)

## Please change accounts for automatic withdrawal

\_\_\_\_\_ Date

You are currently withdrawing \$\_\_\_\_\_ from the following account:

\_\_\_\_\_

Old Financial Institution Routing number

\_\_\_\_\_

Old Financial Institution Account Number

For (payment or reason): \_\_\_\_\_

On (date of month): \_\_\_\_\_

Please stop making withdrawals from this account on \_\_\_\_\_ (date) and start making them from my new Encompass Niagara Federal Credit Union account:

R & T # 222381581

\_\_\_\_\_ Savings \_\_\_\_\_ Checking

Encompass Niagara FCU Account Number

Signature \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature \_\_\_\_\_

## Please close my account

Please complete and sign to close your account at your current bank

\_\_\_\_\_ Date

Financial Institution's Name \_\_\_\_\_

\_\_\_\_\_ Address

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

This form gives you the authorization to close account number \_\_\_\_\_  
and send a check for the remaining balance to the address below.

\_\_\_\_\_ Signature \_\_\_\_\_ Name (Please Print)

\_\_\_\_\_ Joint Owner \_\_\_\_\_ Joint Owner (Please Print)

\_\_\_\_\_ Address

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip

If you have any questions, please contact me at the following number \_\_\_\_\_

Send check to :

Encompass Niagara Federal Credit Union

2525 Military Road

Niagara Falls, NY 14304