

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