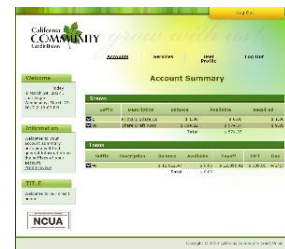




Easy Checking Switch Kit



30,000 Surcharge-Free CO-OP ATMs Nationwide

Make the Switch

STEPS

1

Open Your New Checking Account

VISIT A BRANCH NEAR YOU
www.caccu.org

2

Stop Using Your Old Account and Let Transactions Clear

☐ **BALANCE YOUR OLD ACCOUNT**

Leave sufficient funds in your old account to cover outstanding deductions.

3

Change Automatic Deposits and Payments

☐ **CHANGE ANY DIRECT DEPOSITS**

Print and complete the direct deposit form, and send it to the correct party. Your employer or other payer may have their own form for you to fill out, so check with them.

☐ **CHANGE ANY DIRECT DEBITS**

Print and complete the automatic payment form to notify companies drafting your account, or notify them directly by phone. Be sure to contact companies that use your debit card for automatic payments, and provide them with your new debit card information.



For Social Security Direct Deposit
Visit: <https://www.ssa.gov/deposit/>
1-800-772-1213

4

Close Your Old Account

☐ **CLOSE YOUR OLD ACCOUNT**

Print and complete the account closing form after you verify all items have cleared and any direct deposits and deductions are going to your new account. Keep your records.

Please call us if you have any questions. For additional copies of the attached forms, visit www.caccu.org

California Community Credit Union

916-386-1418 | www.caccu.org | 800-332-1418

Direct Deposit Change

Company Name

Address

City, State ZIP

To Whom It May Concern:

Please change my entire direct deposit to the new financial institution listed below effective with the next scheduled deposit.

NEW FINANCIAL INSTITUTION California Community Credit Union	NEW FINANCIAL INSTITUTION ROUTING # 321175643
NEW FINANCIAL INSTITUTION ADDRESS 8815 Folsom Blvd - Sacramento, CA 95826	NEW ACCOUNT #
NEW FINANCIAL INSTITUTION PHONE 916-386-1418	

If you have any questions regarding this request, please contact me.

Sincerely,

Signature

Name

Address

City, State ZIP

Contact Number

TIPS

- Find out if the payer requires any additional forms, and the correct address to send any forms to.
- Send this or other required forms to the payer that makes automatic deposits to your account.
- You can find your CACCU account number in the bottom center of your CACCU check.
- Keep your old account open until all direct deposits have been switched to your new account.

Automatic Payment Change

Company Name

Address

City, State ZIP

To Whom It May Concern:

Please change my automatic payment/withdrawal to the new financial institution listed below effective with the next scheduled payment.

PAYMENT TO ACCOUNT#	PAYMENT AMOUNT: <input type="checkbox"/> SPECIFIC AMOUNT <input type="checkbox"/> MINIMUM PAYMENT _____
NEW FINANCIAL INSTITUTION California Community Credit Union	NEW FINANCIAL INSTITUTION ROUTING # 321175643
NEW FINANCIAL INSTITUTION ADDRESS 8815 Folsom Blvd - Sacramento, CA 95826	NEW CHECKING ACCOUNT #

If you have any questions regarding this request, please contact me.

Sincerely,

Signature

Name

Address

City, State ZIP

Contact Number

TIPS

- Notify any company you would like to change your automatic payment with (i.e. gym membership fees, utilities, etc.) Find out if any additional forms are required.
- See if the company will accept a request to change your deduction online or by phone.
- Notify any companies that draft your account using your debit card. Provide your new debit card information.
- Keep your old account open until all automatic deductions and deposits have been switched to your new CACCU account.

Request to Close Account

Financial Institution Name

Address

City, State ZIP

RE: Account # _____

To Whom It May Concern:

Please close my account and send a check for the entire balance to me at the address listed below.

If you have any questions regarding this request, please contact me.

Sincerely,

Signature

Name

Address

City, State ZIP

Contact Number

TIPS

- Contact your other financial institution to find out the address where you should send this form.
- Make sure your new CACCU account is active before you close your existing account.
- Keep your old account open until all automatic deposits and deductions have been switched to your new CACCU account.