

Welcome to  **NEFCU**[™]



Checking Account Switch-Kit

5 SIMPLE STEPS

To A Better Checking Account

▶ **Step 1. Stop using your old account and debit card once your NEFCU checking account has been opened**

Allow up to two weeks for outstanding checks or withdrawals to clear your old account

▶ **Step 2. Switch your Direct Deposit**

Complete and deliver this form to your employer or depositing organization; Federal agencies can be called directly to switch your Direct Deposit of Social Security: Call the **Social Security Administration** at 1-800-772-1213

>>Click Here To Change My Payroll Direct Deposit

▶ **Step 3. Redirect your Automatic Withdrawals/Payments**

Contact the company initiating the withdrawals and provide them with your new NEFCU checking account number or complete and mail this form

>>Click Here To Change My Automatic Withdrawal

▶ **Step 4. Close your old account**

Ensure all outstanding checks and withdrawals have cleared and that your direct deposit(s) and automatic withdrawals have been transferred

Complete and send the form to your former financial institution

>>Click Here To Close My Old Account

▶ **Step 5. Sign-up for our Free Home Banking and Mobile Banking services**

Congratulations on making the switch to NEFCU!
For questions visit **www.myNEFCU.org**

We look forward to serving all of your financial needs.

CHANGE MY PAYROLL DIRECT DEPOSIT

Date: _____

Employer/Depositor's Name: _____

Address: _____

City, State, Zip: _____

To Whom It May Concern:

You are currently depositing: **My Entire Paycheck** **Part of my Paycheck** (check one)
to the following account:

Old Institution: _____

Institution Routing Number: _____

Account Number: _____

Effective immediately, please stop making deposits to the above account and make deposits to:
NEFCU

ABA/Routing Number: [221480807](#)

Account Number: _____

For questions, please call me at _____ or NEFCU at (516) 561-0030.

Thank You.

Signature: _____

Printed Name: _____

Address: _____

City, State, Zip: _____

Other information your employer may need:

CHANGE MY AUTOMATIC WITHDRAWAL

Date: _____

Employer/Depositor's Name: _____

Address: _____

City, State, Zip: _____

To Whom It May Concern:

You are currently withdrawing \$ _____ for my _____ (payment type)
on _____ (when) from the following account:

Old Institution: _____

Routing Number: _____

Account Number: _____

Effective immediately, please stop making withdrawals from the above account and make them from:
NEFCU

ABA/Routing Number: 221480807

Account Number: _____

For questions, please call me at _____ or NEFCU at (516) 561-0030.

Thank You.

Signature: _____

Printed Name: _____

Address: _____

City, State, Zip: _____

Other information that may be needed:

CLOSE MY OLD ACCOUNT

Date: _____

Institution's Name: _____

Address: _____

City, State, Zip: _____

To Whom It May Concern:

Effective immediately, please close the following accounts:

Savings Account Number: _____

Checking Account Number: _____

Please send a check for the remaining balance to me at the address listed below.

For questions, please contact me at (phone number): _____ .

Thank You.

Signature: _____

Printed Name: _____

Address: _____

City, State, Zip: _____



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