

FORM 1

AUTHORIZATION FOR DIRECT DEPOSIT

Please change the account for my direct deposit.

Date

Company making direct deposit

Company address

City State Zip

You are currently making automatic deposits into the following account:

My old bank

My old bank's routing number

My old account number

Please begin making automatic deposits into my new **Neighbors Credit Union** account.

New routing number: **281082384**

New account number: _____

Please contact me should you have any questions. Thank you.

X

Signature

Name (please print)

Address

City State Zip

Telephone

Please include a voided Neighbors Credit Union check with your request, and return to your employer.

NOTE: Other financial institutions and companies may require additional forms and/or information.

FORM 2

AUTHORIZATION FOR AUTOMATIC PAYMENT

Please change the account for my automatic payments.

Date

Company receiving automatic payment

Company address

City State Zip

You are currently withdrawing funds automatically from the following account:

My old bank

My old bank's routing number My old account number

For (payment or reason) On (date of month)

Please stop making withdrawals from the account on (date: MM/DD/YY) ____/____/____ and start making them from my new **Neighbors Credit Union** account.

New routing number: **281082384**

New account number: _____

Please contact me should you have any questions. Thank you.

X

Signature

Name (please print)

Address

City State Zip

Telephone

Please include a voided Neighbors Credit Union check with your request, and return to company(ies) receiving automatic payments.

NOTE: Other financial institutions and companies may require additional forms and/or information.

FORM 3

AUTHORIZATION TO CLOSE ACCOUNT

Please close my account.

Date

Financial institution name

Address

City State Zip

Close the following account number(s):

Account Number

Account Number

Account Number

Please contact me should you have any questions. Thank you.

X

Signature

Name (please print)

X

Joint signature

Joint name (please print)

Address

City State Zip

Telephone

Please return form to previous financial institution(s).

NOTE: Other financial institutions and companies may require additional forms and/or information.

WE ALWAYS PUT PEOPLE BEFORE PROFITS, BECAUSE THAT'S WHAT BEING NEIGHBORS IS ALL ABOUT

SWITCH YOUR CHECKING TO NEIGHBORS

- Step 1:** Switch your checking easily by opening your new Neighbors Credit Union checking account that best fits your lifestyle.
- Step 2:** Stop using your previous checking account, and allow the checks you have written to clear. (This should take approximately three weeks.)
- Step 3:** Switch your direct deposit to Neighbors Credit Union. Simply fill out FORM 1, and send it to the appropriate recipients.
- Step 4:** Switch your automatic payments to Neighbors Credit Union. Simply fill out FORM 2, and send it to the appropriate recipients.
- Step 5:** Close your old account after all debits and credits have cleared and you have switched your automatic deposits and payments. Fill out FORM 3, and send it to your old financial institution(s).

Please make as many copies of the forms as needed.

