

Make the Switch to



In Four Easy Steps

Take advantage of the benefits that credit union membership has to offer? Fairmont Federal Credit Union will help you make the switch as easy as 1... 2... 3... 4!

Our **Four Step Switch Kit** will help you get organized and alleviate the concern that may be associated with changing financial institutions. We are here to make your transition easy and convenient!

As a member of Fairmont Federal Credit Union you will enjoy other benefits such as:

- Competitive rates on Home Mortgage Loans, Home Equity Lines of Credit, Auto Loans, and Credit Cards
- Online Bill Payment
- VISA® Debit Card
- 24-hour Home Banking
- And much, much more!

Fairmont Federal Credit Union's experienced Member Service Representatives are available to offer free quality advice and assistance in helping you make the transition.



We Do Business in Accordance with the Federal Fair Housing Law and the Equal Credit Opportunity Act

To Do List:

✔ Step 1: Get Organized

- One of FFCU's knowledgeable Member Service Representatives will help you choose the services that are right for you, open your account, and order your new FFCU checks and VISA Debit Card.
- Transition from your old account, and begin using your Fairmont Federal Credit Union account.

✔ Step 2: Switch Direct Deposits

- Change any automatic or direct deposit to your new FFCU account with page 3 of this kit.
- For Payroll Deduction, print, complete, and send one direct deposit form to each company making a direct deposit.
- For Social Security Direct Deposit, please call the Social Security Administration at 1.800.772.1213. Your change can be made right over the phone. Simply use the numbers at the bottom of your Fairmont Federal Credit Union checks. FOR _____

⋮012345678⋮: 01234567890123 0123
Routing Number Account Number Check Number

✔ Step 3: Switch Automatic Withdrawals/Charges

- Contact the organizations and financial institutions that are currently deducting a recurring payment from your existing account.
- Switch existing automatic withdrawals by completing the "Automatic Withdrawal Request" form on page 4 and provide them to the corresponding payee.
- Automatic charges to your old debit or credit card can be changed by providing the organization with your new VISA Debit Card or FFCU VISA Credit Card number.

✔ Step 4: Close Your Old Accounts

- Leave your old accounts open long enough for outstanding checks and automatic withdrawals to clear with enough money in the accounts to cover the transactions.
- Once the accounts are no longer active, complete the "Close Accounts Request" form on page 5 and submit to your previous financial institution.

Questions & Non-Members Visit your local branch of Fairmont Federal Credit Union or contact our call center at 304.363.5320 & choose option 1 during normal business hours.

Accounts To Be Closed:

Account Number	Bank Name/Account Name	Completed

Direct Deposit To Be Switched:

Direct Deposit Type	Frequency	Amount	Completed
Employer			
Gov't/Social Security			
Support			
Brokerage			
Other			

Automatic Withdrawals/Debits To Be Switched:

Withdrawal Type	Frequency	Amount	Completed
Mortgage			
Auto Loan			
Insurance			
Utilities			
Internet			
Other			

Everything You Need is Right Here! Consolidate Today.

Other Options to Explore	Financial Institution	Balance	Rate
Refinance Auto Loan(s)			
Refinance Mortgage/Home Equity			
Transfer High-Rate Credit Cards			
Transfer Certificates of Deposit			
Transfer IRA/Retirement Account			

To: _____
Employer Name & Address

I, _____
Name of Employee Employee ID Number

Address City State Zip

(_____) _____ (_____) _____
Home Telephone Number Work Phone Number

Wish to change my direct deposit from:

Bank Name: _____

Bank Routing Number: _____

Account Number: _____

Effective _____, please start making this direct deposit into my account at:
Date

Fairmont Federal Credit Union
PO Box 2139
Fairmont, WV 26555-2139
304.363.5320
Routing Number:251578844
Account Number: _____

Checking Account **Savings Account**

I authorize the above named organization to send my payroll to Fairmont Federal Credit Union for the purpose of automatically depositing funds to my designated Fairmont Federal Credit Union account.

Signature Date

To whom it may concern:

Please accept this letter as authorization to change my automatic payments from my old account to my new account at Fairmont Federal Credit Union.

You are currently withdrawing \$ _____ for my _____
Indicate what the payment is

Effective _____, please discontinue making payments from:
Date

Bank Name: _____

Bank Routing Number: _____

Account Number: _____

I hereby authorize any future automatic payments to be taken out of my new account at Fairmont Federal Credit Union.

Fairmont Federal Credit Union
PO Box 2139
Fairmont, WV 26555-2139
304.363.5320
Routing Number:251578844
Account Number: _____

Checking Account **Savings Account**

Effective _____, please cancel my automatic withdrawals.
Date

I will be using Fairmont Federal Credit Union's online Bill Pay-e Plus to make my monthly payments.

If you have any questions about this request, please contact me during the day/evening (circle one) at (_____) _____
Telephone Number

Signature Date

To whom it may concern:

Effective immediately , I hereby request that you close my account with your institution.

I have verified that all checks and debits have cleared my account. I have also made arrangements to switch any automatic withdrawals, and/or automatic deposits that were associated with this account.

Bank Name: _____

Primary Name on Account: _____

Secondary Name on Account: _____

Account Number: _____

Please send any remaining funds in the account to my attention at:

Name: _____

Address: _____

City, State, Zip: _____

Daytime Telephone Number: (_____) _____

If you have any question, please contact me at the telephone number above.

Sincerely,

Signature - Primary Name Date

Signature - Secondary Name Date