



CREDIT UNION SWITCH KIT

Stewart's FCU makes it easy to switch your Draft Checking Account.

Just follow these simple steps:

- 1. Open a Stewart's FCU Draft Checking Account.**
You will need your account and bank routing numbers for the next steps.
- 2. Log into Online Banking, sign up for E-statements and Bill Pay.**
Save on time, stamps and checks when you pay your bills online.
Go to www.stewartscu.org and Log in to Home Banking on the top right.
- 3. Stop using your old checking account.**
Keep your old checking account open until your direct deposits and automatic payments take effect and ALL outstanding checks clear.
- 4. Change or sign up for direct deposits.**
Stewart's partners will use a Stewart's Direct Deposit Form, if you are employed elsewhere please use the attached "Direct Deposit Change" form to notify your employer and other organizations that you have a new Stewart's FCU Account. Fill out the form using the account number from your new account. Some organizations permit requests by phone: Social Security, VA - 1-800-333-1795.
- 5. Change any automatic payments.**
If you have any monthly payment (utilities, loans, membership fees) automatically deducted from your account, use the attached "Redirect Automatic Payments" form to notify the companies that you have a new account at Stewart's FCU.
- 6. Close your old account.**
Once your checks have cleared and your automatic payments have been changed to your new account, fill out the attached "Account Closing" form to notify your former bank that you wish to close your account.



Direct Deposit Change Form (not Stewart's Shops)

Date: _____

Name of Employer: _____

Attn: Payroll Department

Address: _____

City: _____ State: _____ Zip: _____

To Whom It May Concern,

Please consider this document as authorization to change my direct deposit to my new account at Stewart's Federal Credit Union. The information is as follows:

Address: PO Box 435, Saratoga Springs, NY 12866

Phone Number: 800-723-1201 extension 3900

Routing Number: 021382642

Account Number: _____

____ Draft/Checking Account ____ Share/Savings Account

Should you have any questions regarding this change in account information, please contact me at _____. Thank you for your attention to this matter.

Sincerely,

Your Name: _____

Address: _____

City: _____ State _____ Zip _____



Account Closing Form Date: _____

Name of Financial Institution: _____

Attn: Customer Service

Address: _____

City: _____ State: _____ Zip: _____

To Whom It May Concern,

Please consider this document as authorization to close my
____ Checking ____ Savings account with your institution. My
Account number is _____.

Should you have any questions regarding this change in account information,
please contact me at _____. Thank you for your attention to this
matter.

Sincerely,

Your Name: _____

Address: _____

City: _____ State _____ Zip _____