

PICATINNY FEDERAL CREDIT UNION SWITCH KIT

We want to make your banking easier. This checklist will assist you in switching from your old bank to Picatinny. Just complete the forms provided on the following pages and we'll help you make the switch.

OPEN A CHECKING ACCOUNT AT PICATINNY

Make note of your Member Account Number, Checking and/of Savings Account Number, and ABA Routing Number so you'll have them handy as you complete the following steps of your switch.

Member Account Number: _____

Checking Account Number: _____ (full MICR number)

Savings Account Number: _____

PFCU ABA Routing Number: **221275216**

The following steps will follow:

- Receive your Picatinny starter checks (upon request)
- Apply for then receive and activate your Picatinny Debit Card
- Receive your temporary password for Online Banking

ONLINE BANKING AND BILL PAY

- Login to Online Banking at personalfinance.PicaCreditUnion.com. Have your member account number and temporary password on hand, then set up your new password for Online Banking
- Enroll in BillPay and set up your payees. If you require assistance setting up your payees just call us at 973-361-5225
- Sign up for eStatements by selecting the Your Preferences tab in your account area and clicking on eStatement Selection. Choose **electronic services**.

SIGN UP FOR DIRECT DEPOSIT

- Complete the attached Direct Deposit Form to notify your employer to redirect your paycheck or benefits to your Picatinny account
- Include a **deposit slip and voided check**

CHANGE AUTOMATIC PAYMENTS

- Notify your billing companies/payees to automatically withdraw payments from your new Picatinny account by completing the Automatic Payments Change Form

CLOSE ACCOUNT/TRANSFER FUNDS

- Ensure all checks and withdrawals have cleared
- Transfer all remaining funds from your old account and to your new Picatinny account
- Complete and send the Account Close & Transfer Form to your old bank

For further assistance or information on additional products and services we offer, contact Picatinny Federal Credit Union at 973-361-5225, or visit www.PicaCreditUnion.com

PICATINNY FEDERAL CREDIT UNION
100 MINERAL SPRINGS DR.
DOVER, NJ 07801

DIRECT DEPOSIT AUTHORIZATION

If you currently have Direct Deposit or would like to begin enjoying the convenience of this service, complete the form below. First, check with your employer for specific instructions. Then, submit the completed form to your employer to authorize the electronic deposit of your payroll or monthly benefits check into your new Picatinny Federal Credit Union Checking Account.

Enter appropriate information below.

Name (please print)

Daytime Phone Number

Social Security Number

Employer Name

Employee Number

Please provide a voided check or deposit slip to your employer.

I AUTHORIZE YOU TO

- Start my Direct Deposit
 Change my Direct Deposit

- Immediately
 Effective _____ (date: mm/dd/yyyy)
to Picatinny Federal Credit Union at the address listed below.

221275216

Checking Account Number (full MICR number)

ABA Routing No.

Savings Account Number

Signature

Date

AUTOMATIC PAYMENT CHANGE NOTICE

Automatic Payments, submit a completed Automatic Payment Change Notice form to any company that currently debits funds from your account for payment. This form authorizes each company to take future automatic payments from your Picatinny Federal Credit Union Checking Account. Make additional copies as needed.

Enter appropriate information below.

Name (please print)

Daytime Phone Number

Social Security Number

Please provide a voided check.

I AUTHORIZE _____ TO
change my automatic payment for the following account number:

221275216

Checking Account Number

ABA Routing No.

I understand this authorization will remain in effect until I cancel it in writing.

Signature

Date

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ACCOUNT CLOSE & TRANSFER FORM

When your previous checking account does not show any activity for a full month, complete the following information, send it to your previous financial institution to close your account, and have the balance transferred to your new Picatinny Federal Credit Union Checking Account.

Enter appropriate information below.

Name (please print)

Daytime Phone Number

Name of Previous Financial Institution

Previous Checking Account Number

I AUTHORIZE YOU TO

Close my Checking Account and mail the balance

Immediately Effective _____ (date: mm/dd/yyyy)

to Picatinny Federal Credit Union at the address listed below.

221275216

Picatinny Checking Account Number

ABA Routing No.

Signature

Date

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DOVER, NJ 07801**