



Make the Switch to KEMBA

Because KEMBA Credit Union is “Member” owned, we focus on delivering unbeatable value to all our members everyday. Making the “switch” to KEMBA is easy and makes solid financial sense.

This Switch Kit will help you make the change to KEMBA Credit Union. Fill in the information on the perspective forms and send them to the proper institutions. The information provided will sufficiently satisfy and ensure proper switching to KEMBA Credit Union for:

- Direct Deposit
- Automatic Withdrawals
- Accounts

To Do:	✓ Complete
My new Kemba Checking Account Number is: _____	
Stop using your old account. Allow all outstanding checks to clear. This may take 10 days or longer, so be sure to do a final balancing at the end of the month.	
Destroy your old unused checks. Shred them or bring them to the credit union and we will destroy them for you. Don't forget to bring your old ATM/Check Card, or debit cards.	
Change your direct deposits. Fill out the direct deposit form and give it to your employer's payroll department, the Social Security Administration or your retirement plan. Include your new Kemba deposit slip or voided check. Let us help you by making the copies you need to notify each of your companies.	
Change your automatic payments and withdrawals. Use the automatic withdrawal form to change any automatic withdrawals or payment services. Do not forget any payments which use your old debit card number. Kemba will help you make copies of this letter for as many withdrawals you need to notify.	
Close your old account. Send the attached form to your old bank. Your old bank will send you a check for the remaining balance in your account.	
Add your bill payees to K-net Home Banking and Bill Payment. Schedule any re-occurring transfers or payments on K-net.	

Questions? Contact Kemba at 317-351-5235 or toll free 800-366-0013.

Email Kemba at membersv@kembain.org.

Direct Deposit

I am switching to KEMBA Credit Union.
Please change my direct deposit.

Name _____
Address _____
City _____ State ____ Zip _____
SSN _____ Phone _____
Employer _____

Please change my direct deposit to:

KEMBA Credit Union
444 South Shortridge Road
Indianapolis, Indiana 46219

KEMBA Account Number _____
KEMBA Routing Number 274074163

Please stop making payments to:

Previous Institution _____
Previous Account Number _____
Effective Date _____

I authorize this change

Signature Date

Please submit this to your employer.



Automatic Withdrawal

I am switching to KEMBA Credit Union.
Please change my automatic withdrawal.

Name _____
Address _____
City _____ State ____ Zip _____
SSN _____ Phone _____

Please change automatic withdrawal of:

Company _____
Account Number _____

To: KEMBA Credit Union
444 South Shortridge Road
Indianapolis, Indiana 46219

KEMBA Account Number _____
KEMBA Routing Number 274074163
Previous Institution _____
Payment Amount _____

I authorize this change

Signature Date

Please send this to the company that receives
your automatic withdrawal.



Account Switch

I am switching to KEMBA Credit Union.
Please close my accounts.

Name _____
Address _____
City _____ State ____ Zip _____
SSN _____ Phone _____

Please close my following accounts:

Financial Institution _____
Account # _____
Account # _____
Account # _____
Effective Date _____

Please send the remaining balance(s) to:

KEMBA Credit Union
444 South Shortridge Road
Indianapolis, Indiana 46219

KEMBA Account Number _____

I authorize this change

Signature Date

Please send this to the financial institution
that has your current account(s).

