

Switching is easy — Let us help.

These three forms make transferring your checking account to Seaport Credit Union in Salem easy. Simply follow the instructions listed on each. If you have any questions, please contact Member Services at **978.744.1153** or info@seaportcu.org.

Automatic Withdrawal

- Send to companies that make automatic withdrawals from your checking account
- Be sure to include a voided Seaport CU check from your new account

Direct Deposit

- Have your paycheck automatically deposited into your checking account

Close My Account

- Complete to close your old checking account
- Ensure all checks have cleared before closing

Make your checking account even better with Bill Pay

Bill Pay is an option within Online Banking. It's easier than writing checks and less expensive than postage.

- Pay monthly bills or make a one-time payment
- Schedule recurring payments
- Check previous payments online for up to six months

***Bill Payment, Online Banking and eStatements are free and allow 24/7 access to your accounts.**



Meeting Your Financial Needs

Switching is easy — Auto Withdrawal Change Form

Name of company making automatic withdrawals (originating company)

Address

City, State, Zip

To (Originating Company)

Regarding my account # _____ with you.

You are currently debiting my Checking Savings

Account # _____

at Financial Institution _____.

Effective _____, please cancel the above transaction

and begin debiting my account at **Seaport Credit Union, 336 Lafayette St., Salem, MA 01970**

Account # _____ Withdraw from: Checking Savings **Routing #211385514**

If you have any questions about this request, please contact me at:

Phone #

email address

Name

Date

Signature

Address

City, State, Zip

Please enclose a voided check.

Mail completed form to the company withdrawing funds for the above recurring payment.



Switching is easy — Direct Deposit

To set up direct deposit to Seaport Credit Union, complete this form and bring it to branch or mail to:

Seaport Credit Union
336 Lafayette Street
Salem, MA 01970

We will take care of the rest. We'll contact your employer to set-up your payroll direct deposit to your Seaport Credit Union account(s). Or, bring the completed form to your employer's payroll office.

Member Information

Member Name _____

Street Address _____

City, State, Zip _____

Phone (home) _____ (daytime) _____

Member # _____ email address _____

Deposit to: Checking Savings Net Deposit Account Number _____

Deposit to: Checking Savings Partial Deposit Account Number _____

Payroll (please complete all fields below)

Employer Name _____

Mailing Address _____

City, State, Zip _____

Payroll Contact: Name (if known) _____ Phone Number _____

By completing this Authorization for Direct Deposit, I am authorizing the automatic deposit of my payroll or other funds into my credit union account. This authorization is to remain in effect until the payment originator has received written notification modifying or revoking my authorization. I acknowledge I must allow the payment originator a reasonable opportunity to act on my notification.

Seaport Credit Union Routing #: 211385514

Payroll Department:
If you have any questions,
please call Seaport Credit
Union at 978.744.1153.



Switching is easy — Close my Account

Date

Name of financial institution

Address

City, State, Zip

To Whom It May Concern:

Please close my account # _____ and send a check for the remaining
balance to me at the address below. If you have any questions about this request, please
contact me at:

phone# _____

Sincerely,

Signature

Name (please print)

Address

City, State, Zip

Co-Signer Signature

Co-Signer Name (please print)

To Member: Please ensure all checks have cleared your account before closing.

Mail the completed form to your old financial institution.

