



**1. Open Your New ACFCU Checking Account**

To open a Totally Free or Preferred Checking account, come by any of our offices or call 1-800-378-3778 to talk to a Member Services Representative.

**2. Move Your Transactions to Your New Account**

*\*Change your direct deposit to ACFCU using the form below and give to your employer's payroll dept.*

*\*Switch your automatic withdrawals to ACFCU using the forms on the next page. Contact any company that you have authorized to make automatic withdrawals from your account and let them know that you have moved your account to Appalachian Community Federal Credit Union.*

*\*Leave enough money to let outstanding checks and automatic withdrawals clear in your old account.*

**3. Close Your Old Account at the other Financial Institution After All Transactions Have Cleared and Destroy any Checks and ATM/check cards.**

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**DIRECT DEPOSIT CHANGE FORM (Give to Human Resources/Employer Payroll Department)**

Please reroute my direct deposit per my instructions.

Previous Financial Institution \_\_\_\_\_  
Checking Account # to be discontinued \_\_\_\_\_  
Employee's Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Daytime Phone # (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

**I authorize my direct deposit to be routed to Appalachian Community Federal Credit Union.**

ACFCU Routing Number: 264279321 Account Number(5 digits) \_\_\_\_\_ Checking or Savings  
(Circle One)

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

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**AUTOMATIC PAYMENT CHANGE FORM (Give to Company/Payee)**

Please route this automatic payment per my instructions.

Company to Receive Payment \_\_\_\_\_ Account Number \_\_\_\_\_  
Company's Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Payment Amount \_\_\_\_\_ Monthly or Weekly (Please Circle)

**I authorize my automatic payment to be debited from my Appalachian Community Federal Credit Union account.**

ACFCU Routing Number: 264279321 Account Number (5 digits) \_\_\_\_\_ Checking or Savings  
(Circle One)

Effective Date \_\_\_\_\_ ACFCU Phone Number: (800) 378-3778

Authorized Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

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