

# DIRECTIONS TO FILL OUT DIRECT DEPOSIT CHANGE NOTICE, AND AUTOMATIC PAYMENT CHANGE NOTICE.

**Step 1.** To open a Palisades Federal Credit Union (PFCU) Checking Account please complete a PFCU Membership Application or Account Change Card. Bring your completed applications to any branch or mail it to us at 300 N. Middletown Road, Suite # 6, Pearl River, NY 10965.

You can get a membership application by downloading one off of our website under the Membership area. You could also call us at 845-602-4242 or outside the (845) area code at 800-438-7415 to have these mailed to your home. Lastly you could always visit one of our convenient branch locations.

To receive an Account Change Card you will need to either call us or come into our branch location.

To see all the value you will receive with your PFCU Checking Account please visit the Checking Account area of this web site or ask one of our representatives to mail you a Checking Account brochure.



## Step 2. Completing your Switch Kit forms

Complete the Direct Deposit Change Notice and/or the Automatic Payment Change Notice and submit these forms to any company or organization that are automatically depositing funds into or taking payments out off your existing checking account. You can make copies of these forms, if necessary. You must attach and send a voided check (or a copy of a voided check) from your new PFCU Checking Account to verify your new account information.

AFTER you have completed this step and the automatic transfers have been stopped...

## Step 3. Close your old checking account.

Once you have redirected your direct deposit and/or updated the authorized payments to come out of your new PFCU checking account and you are certain that all checks have cleared out of your old checking account simply write out a check on your previous checking account and deposit it at Palisades FCU.

## ANY QUESTIONS

If you have any additional questions about switching your checking account to PFCU please contact us either by email, calling or walking in. We are here to help make this process as simple and easy as possible. Thank you.



300 N. Middletown Road, Suite #6, Pearl River, NY 10965  
Phone: (845) 602-4242 • Outside the 845 area code (800) 438-7415  
[www.palisadesfcu.org](http://www.palisadesfcu.org)

# DIRECT DEPOSIT CHANGE NOTICE

Complete and submit this form to any company or organization that is automatically depositing funds to your current checking account that you would like changed to Palisades FCU:

## PREVIOUS FINANCIAL INSTITUTION

Name of Institution

Street Address

City

State

Zip

Checking Account #

## MEMBER INFORMATION

Name

Day Phone #

Name of Employer

Street

City

State

Zip

## NEW FINANCIAL INSTITUTION INFORMATION:

Palisades Federal Credit Union  
300 N. Middletown Rd, Suite #6  
Pearl River, NY 10965  
Phone: 845-602-4242 or toll free 800-438-7415



I hereby authorize my direct deposit to be redirected to my new PFCU checking account. I have attached a copy of a voided check for reference. Please make this change effective immediately.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# AUTOMATIC PAYMENT CHANGE NOTICE

Complete and submit this form to any company or organization that is automatically withdrawing funds from your current checking account that you would like changed to Palisades FCU:

## PREVIOUS FINANCIAL INSTITUTION

Name of Institution

Account #

Street

City

State

Zip

\$ Amount of Payment

## MEMBER INFORMATION

Name

Day Phone #

Street

City

State

Zip

## NEW FINANCIAL INSTITUTION INFORMATION:

Palisades Federal Credit Union  
300 N. Middletown Rd, Suite #6  
Pearl River, NY 10965  
Phone: 845-602-4242 or toll free 800-438-7415



I hereby authorize you to redirect future automatic payment withdrawals to my new PFCU checking account. I have attached a copy of a voided check for reference. Please make this change effective immediately.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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