

## STEP 1 OPEN UP YOUR NEW ACCOUNTS

If you haven't already done so, the first step is to become a member of U of I Employees Credit Union by opening a share savings account. Then, you'll have access to all of our benefits and other accounts, including checking, low rate loans, and convenient services. You can open your account at any UIECU locations or return a membership enrollment form (available online at [www.uiecu.org](http://www.uiecu.org)) with your initial deposit to one of our branches or mail to us at:

U of I Employees Credit Union  
Attn: Member Service Department  
PO Box 500  
Champaign, IL 61824-0500

## STEP 2 STOP USING YOUR FORMER ACCOUNTS

You should stop writing checks, using your ATM/debit card, and initiating new payments from your former checking account. Leaving your old accounts & debit cards active long enough, allows outstanding checks and automatic withdrawals to clear. Leave enough money in place to cover these transactions. This process may take several weeks.

## STEP 3 SWITCH OVER YOUR AUTOMATIC TRANSACTIONS

The enclosed forms will help you contact the companies and financial institutions which handle your automatic deposits and withdrawals with ease. We'll be happy to help you with this process.



Use this checklist to keep track of who you may need to contact:

### Direct Deposit:

- ✓ Your employer's human resources/payroll department
- ✓ The company handling your retirement or pension payments
- ✓ Social Security Administration

### Automatic withdrawals from your accounts:

- ✓ Mortgage Company
- ✓ Homeowner's Insurance
- ✓ Auto Insurance
- ✓ Life Insurance
- ✓ Loan payments
- ✓ Other \_\_\_\_\_

### Automatic charges to your old debit card:

- ✓ Utility Companies
- ✓ Telephone Company
- ✓ Cable Company
- ✓ Internet Service Provider
- ✓ Memberships (fitness center, auto, etc.)
- ✓ Other \_\_\_\_\_

## STEP 4 CLOSE YOUR OLD ACCOUNTS

Once your direct deposits and automatic drafts are changed to the U of I Employees Credit Union and you're sure that the old accounts outstanding checks have cleared, you can close your old accounts by sending the enclosed "Close Account" form to your old financial institution. Then you can destroy your old checks, ATM/debit cards and deposit slips.

### MAKE THE CHANGE

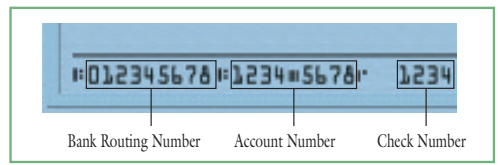
We've included notification forms to help make your switch to U of I Employees Credit Union even easier. Use these convenient forms to change your Direct Deposit\*, automatic withdrawals, and close your accounts. If you need help completing any of these forms, just stop by any branch or give us a call at 217-278-7700 or toll-free 877-67-UIECU.

Please note that you will need your current account number and bank routing number to complete this form. To find the account numbers for your old account, look at the bottom of your checks for a series of numbers:

### Account Number

### Routing Number

X X X X X X X X X



Bank routing numbers are the first nine digits of the series, beginning with a number between 01 and 12 or 21 and 32.

\*If you receive deposits other than payroll direct deposit, such as retirement or Social Security payments, contact the depositor for instructions on changing these deposits to your new U of I Employees Credit Union account. U of I Employee payroll direct deposit changes are made in NESSE.

# CLOSE ACCOUNT

For Your Current Financial Institution

Date \_\_\_\_\_

Name of Financial Institution \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

To Whom It May Concern:

Please close my account

\_\_\_\_\_ (account number),

and send a check for the remaining balance to:

(Please check one)

Mail the balance of my Checking Account to my home address.

Send the balance of my Checking Account to be deposited at  
U of I Employees Credit Union

Checking Account # \_\_\_\_\_

To: U of I Employees Credit Union  
P.O. Box 500  
Champaign, IL 61824-0500

If you have any questions about this request, please contact me during the  
DAY / EVENING (circle one) at

(\_\_\_\_\_) \_\_\_\_\_ (phone number).

Thank you.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

Make extra copies as needed.

# CHANGE PAYROLL DIRECT DEPOSIT

For Your Employer

Date \_\_\_\_\_

Employer/Depositor's Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

To Whom It May Concern:

You are currently depositing **MY ENTIRE PAYCHECK** /

**PART OF MY PAYCHECK** (circle one) to the following account:

Previous Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Please stop making deposits to that account and instead make them to:

U of I Employees Credit Union, P.O. Box 500, Champaign, IL 61824-0500

Telephone: 217-278-7700

Routing Number: 271176899

Account Number: \_\_\_\_\_

Savings /Checking (circle one)

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

(\_\_\_\_\_) \_\_\_\_\_ (phone number).

Thank you.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Other Information Your Employer May Need (SSN, Employee ID#, etc.)

NOTE:

For U of I Employees, please make your payroll direct deposit changes in *NESSIE*.

For deposits other than payroll direct deposit such as retirement, contact the depositor for instructions on changing these deposits to your new UIECU account.

To change your Social Security payments, please visit [www.ssa.gov/deposit](http://www.ssa.gov/deposit) or call 1-800-772-1213.

Make extra copies as needed.

# CHANGE AUTOMATIC WITHDRAWAL

For Organizations Withdrawing from Your Account

Date \_\_\_\_\_

Name of Company That Makes Automatic Withdrawal \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

To Whom It May Concern:

You are currently withdrawing \$ \_\_\_\_\_ (amount) for my

\_\_\_\_\_ (what payment is for),

\_\_\_\_\_ (account or other identifying number),

\_\_\_\_\_ (when) from the following account:

Previous Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Please stop making withdrawals from that account and instead make them from:

U of I Employees Credit Union, P.O. Box 500, Champaign, IL 61824-0500

Telephone: 217-278-7700

Routing Number: 271176899

Account Number: \_\_\_\_\_

Savings /Checking (circle one)

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

during the **DAY / EVENING** (circle one) at

(\_\_\_\_\_) \_\_\_\_\_ (phone number).

Thank you.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Make copies of this form for each institution you need to notify.