



SMOOTH MOVE SWITCH KIT

Switching your account from one financial institution to another is no longer the hassle it used to be. With 1st Advantage, it is easy and convenient to make the move and we have the tools to get the job done.

Follow these four easy steps to make a smooth switch to 1AFCU!

1. **Discontinue use of your old checking account** - Balance your account and make sure that enough funds are available to cover any outstanding checks, debit card transactions and upcoming withdrawals.
2. **Switch your Payroll/ Direct Deposits** - Send our *Request to Move Payroll/ Direct Deposit form* to all companies/ organizations that currently send you funds. These may include but are not limited to payroll from your employer, Social Security or other government deposits, CD interest payments, Child Support deposits, etc.
Social Security changes call 1-800-772-1213
Government changes visit www.dfas.mil
3. **Switch your Automatic Withdrawals/ Payments** - Send our *Request to Move Automatic Withdrawal/ Payment form* to any companies that you are paying through automatic payment/ withdrawal. This will provide them with your 1A checking account information. This may include Utilities and other payments such as Gas, Electric, Phone, Water, Cable/Satellite, Loans, Mortgages, Child Support, Insurance, Cellular service, and much more. If you're online, you may also be able to go to these company's websites to change your payment information.
4. **Close your old account** - Send our *Request to Close Account form* to the financial institution where you are closing your old checking account. Make sure all checks have cleared and that there is no more activity on the account.

Congratulations, you have completed your move!



Request To Move Payroll/Direct Deposit

Complete and return this form to the payer for immediate processing.

To whom it may concern:

Please redirect my payroll/direct deposit to my 1st Advantage Federal Credit Union account as of _____ / _____ / _____ (mm/dd/year).

1st Advantage Federal Credit Union

110 Cybernetics Way
Yorktown, VA 23693
757-877-2444
Routing # 251480563

Account Number

Note: To have your funds deposited into your checking account, use the 8-digit account number at the bottom of your checks.

If you have any questions or concerns please feel free to contact me at _____.

Thank you,

Member's Name (Print)

SSN or ID

Signature

Date



Request To Move Automatic Payment

Complete and return this form to your payment company for immediate processing.

To whom it may concern:

I authorize your company to initiate debit entries from my account at 1st Advantage Federal Credit Union. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination.

Please begin withdrawing future payments from my 1st Advantage Federal Credit Union account listed below as of ___/___/___(mm/dd/year).

1st Advantage Federal Credit Union

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Yorktown, VA 23693
757-877-2444
Routing # 251480563

Account Number

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If you have any questions or concerns please contact me at _____.

Thank you,

Member's Name (Print)

Phone

Signature

Date

Company

Account Number

Request To Close Account

Complete and return this form to your financial institution for immediate processing. Please include a copy of a valid ID card with your request.

Financial Institution's Information:

Financial Institution's Name

Account Number

Address

City/ State/ Zip

To whom it may concern:

Please close the above account and send the remaining funds to my *(check one)*:

home address at:

Address

City/ State/ Zip

account # _____ at:

1st Advantage Federal Credit Union
ABA / Routing # 251480563
PO Box 2116
Newport News, VA 23609-0116

Thank you,

Member's Name (Print)

Phone #

Signature

Date