

# 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  
Govenrment changes visit [www.dfas.mil](http://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



1st Advantage Federal Credit Union  
[ LIFE . SHARED . ]

# 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  
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 contact me at \_\_\_\_\_.

Thank you,

\_\_\_\_\_   
Member's Name (Print)

\_\_\_\_\_   
Phone

\_\_\_\_\_   
Signature

\_\_\_\_\_   
Date

\_\_\_\_\_   
Company

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



1st Advantage Federal Credit Union  
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# 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