



FIRST FINANCIAL

*credit union*

www.ffc4u.com

## SWITCH KIT

The Quick and Easy Way to Make the Switch  
Of Your Financial Accounts

### BENEFITS:

- 24,000 Fee Free ATM's
- Free Debit Cards
- Free CU24 Internet Banking
- Free Online Bill Pay
- Free Call 24 – Access Your Account By Phone
- Online Check Ordering Through Harland Check Printers
- Interest Bearing Options
- Shared Branches – Over 2000 National Locations

At First Financial Credit Union we're making it easy for you to maximize your money and your time. Through your home PC, telephone, ATM's or in the Credit Union, you will be able to do all your financial business at one time, and in less time. We're making it easy and convenient for you to switch all your accounts to First Financial Credit Union. We want to be your primary financial institution.

Each form enclosed in this booklet will assist you in making the switch. Just fill out the forms and mail them to the appropriate entities. A checklist is also included at the bottom of this page to assist you with closing your existing checking account. If you have questions, please feel free to call a First Financial Credit Union Member Services Representative.

*Checking Account Information* – Fill out the checking account information and give it to a Member Services Representative.

*Direct Deposit* – If your employer offers Direct Deposit, simply fill out the form and take it to your payroll department.

*Automatic Transfer Form* – If you have money automatically withdrawn from your checking account each month (i.e. mortgage, utilities, insurance) fill out the form and mail it to those companies.

*Letter of Closure* – This letter will request your previous financial institution to close your existing account and transfer funds to your First Financial Credit Union account. Fill out the form and mail it to your bank. Please refer to the checklist before sending this letter.

*Feel free to photocopy these forms if you need more.*

## **CLOSURE CHECKLIST**

Before closing your existing account, review the checklist and make sure the following have been completed:

\_\_\_\_\_ All outstanding checks have cleared your existing account.

\_\_\_\_\_ All automatic withdrawals and deposits have been switched successfully to your First Financial Credit Union checking account.

\_\_\_\_\_ Destroy remaining checks, and return debit cards and ATM cards.

That's it! You've successfully switched your checking account to First Financial Credit Union. Now you can start taking advantage of all of the time and money saving services we have to offer. If we can assist you with future deposit or lending needs, please call a Member Services Representative today. We want your business!



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DIRECT DEPOSIT FORM

Employee Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

I authorize \_\_\_\_\_ to automatically deposit my net wage payments each pay period to my:

\_\_\_\_\_ Checking Account: \_\_\_\_\_

**Routing Number:**  
**286580865**

\_\_\_\_\_ Savings Account: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

*Complete this form and submit it to your employer's payroll clerk. The clerk may have another employer form for you to complete. This form is intended to be an easy way to remember the account numbers you will need to start direct deposit.*

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c r e d i t u n i o n

DIRECT DEPOSIT FORM

Employee Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

I authorize \_\_\_\_\_ to automatically deposit my net wage payments each pay period to my:

\_\_\_\_\_ Checking Account: \_\_\_\_\_

**Routing Number:**  
**286580865**

\_\_\_\_\_ Savings Account: \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

*Complete this form and submit it to your employer's payroll clerk. The clerk may have another employer form for you to complete. This form is intended to be an easy way to remember the account numbers you will need to start direct deposit.*



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**SOCIAL SECURITY / RETIREMENT / FEDERAL GOVERNMENT  
DIRECT DEPOSIT FORM**

Employee Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Representative Payee: \_\_\_\_\_ Yes No \_\_\_\_\_

Type of Benefits (*Check One*)

\_\_\_\_\_ Social Security      \_\_\_\_\_ Supplemental Security Income      \_\_\_\_\_ Railroad Retirement  
\_\_\_\_\_ Other

Account Number for funds to be deposited:

\_\_\_\_\_ Checking Account: \_\_\_\_\_

\_\_\_\_\_ Savings Account: \_\_\_\_\_

**Routing Number:**  
**286580865**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Give the completed form to your Credit Union Member Services Representative. First Financial Credit Union will set up your Government Direct Deposit for you.



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AUTOMATIC TRANSFER FORM

Member \_\_\_\_\_ Customer Account # \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing/Billing Address \_\_\_\_\_

I have a new account number and ask that you make a note of it for my next automatic payment withdrawal.

I authorize \_\_\_\_\_ to make automatic withdrawals, as per our original agreement, from the following First Financial Credit Union account number.

\_\_\_\_\_ Checking Account: \_\_\_\_\_

Routing Number: 286580865

Amount: \_\_\_\_\_ Withdrawal Date: \_\_\_\_\_

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Remember to verify with the company if a voided check or deposit slip is needed.



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AUTOMATIC TRANSFER FORM

Member \_\_\_\_\_ Customer Account # \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing/Billing Address \_\_\_\_\_

I have a new account number and ask that you make a note of it for my next automatic payment withdrawal.

I authorize \_\_\_\_\_ to make automatic withdrawals, as per our original agreement, from the following First Financial Credit Union account number.

\_\_\_\_\_ Checking Account: \_\_\_\_\_

Routing Number: 286580865

Amount: \_\_\_\_\_ Withdrawal Date: \_\_\_\_\_

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Remember to verify with the company if a voided check or deposit slip is needed.



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Bank Name \_\_\_\_\_

Attention \_\_\_\_\_

Address \_\_\_\_\_

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

To Whom It May Concern:

I have transferred my account(s) to First Financial Credit Union. Please consider this letter as an official request to close my account(s) with you.

Please forward all remaining funds on deposit to:

**First Financial Credit Union**  
**3124 W. Edgewood**  
**P.O. Box 104360**  
**Jefferson City, MO 65110-4360**

Please advise First Financial Credit Union to deposit the funds to my account number \_\_\_\_\_.

I understand that I will need to wait until all checks and automatic withdrawals have cleared before I can close my account(s). I have already arranged to switch my automatic withdrawals and payroll deposits to my new account(s) with First Financial Credit Union.

My account information is listed below:

Name on Account \_\_\_\_\_

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

Name on Account \_\_\_\_\_

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

Name on Account \_\_\_\_\_

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

Name on Account \_\_\_\_\_

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

Your assistance in this matter is appreciated.

Sincerely,

Print Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_