

# make the SWITCH!



TACU Credit Union has made moving your accounts fast and convenient with our Switch Kit. All the information and forms you will need to make the transition as easy as possible are provided here.

## Step 1 Open a Membership Account with TACU Credit Union

- A team member from TACU will assist you in signing up for Online Banking, Bill Pay and e-Statements.
- As soon as possible, stop writing checks, initiating payments and using your ATM/ Debit Card from your old account to allow all transactions to clear and a final balance amount to be determined.

## Step 2 Switch all Automatic Transactions to your new TACU account

- Give notice by stopping in-person or by sending the attached *Direct Deposit Change Request* form to your employer and other income sources that make deposits into your old account.

### Update your information to that of your new TACU checking account:

TACU Routing # 275982050    Checking Account # \_\_\_\_\_

### Examples of incoming deposits to update:

- Payroll Direct Deposit     Social Security     Investments     Other
- Give notice to companies who automatically take payments from your current account. Call, change online, stop in-person or send the attached *Automatic Payment Authorization* form.

### Examples of outgoing payments to update:

- |   |  |  |   |  |
|---|--|--|---|--|
| <input type="checkbox"/> <b>Communication</b><br>Cable<br>Internet<br>Phone | <input type="checkbox"/> <b>Insurance</b><br>Car<br>Health<br>Life | <input type="checkbox"/> <b>Loan</b><br>Car<br>Home<br>Student | <input type="checkbox"/> <b>Utility</b><br>Gas<br>Electric<br>Water/Sewer | <input type="checkbox"/> <b>Other</b><br>PayPal<br>Gym<br>Membership |
|---|--|--|---|--|
- Rent**                       **Credit Card**
  - Change payments that use your debit card number, such as an automatic payment made online.

## Step 3 Close your Account with your Previous Financial

- Verify all automatic transactions have been switched to your new TACU account prior to closing your old account.
- Send the *Account Closing Request* form to your previous financial institution. Simply withdrawing the funds and not officially closing the account may result in fees being assessed by your old financial institution.

# Direct Deposit CHANGE REQUEST

Use this form to switch your direct deposits to your new TACU Credit Union account. Complete and send it to the company(s) that make deposits into your account, including your employer, your retirement/pension and government direct deposits.

**Attach a voided check if possible.**

Employer Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Phone \_\_\_\_\_

## To Whom It May Concern:

You are currently depositing funds to the following account:

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

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

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

**Effective\*** \_\_\_\_\_, **please stop making deposits to that account and**  
Date

**instead send to:**

**TACU Credit Union**  
**940 N. Superior Ave**  
**PO Box 940**  
**Tomah, WI 54660**  
**Routing #275982050**

(check one)

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

10-digit number is located at the bottom of your check.

TACU Savings Account # \_\_\_\_\_

Sincerely,

Signature \_\_\_\_\_

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

Address \_\_\_\_\_

Phone \_\_\_\_\_

*\*Please note that it may take several weeks for your direct deposit to be established. Also, the company establishing direct deposit may require additional information.*



# Automatic Payment AUTHORIZATION

Use this form to request the transfer of an automatic payment to your TACU Credit Union Savings/Checking account. Complete one form for each automatic payment. Many companies provide information on their website or bill pay platform explaining how to make changes or establish an automatic payment.

Merchant/Payee Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

## To Whom It May Concern:

You are currently withdrawing \$ \_\_\_\_\_ for the payment of my \_\_\_\_\_  
on the \_\_\_\_\_ of each month from the account listed below:  
Payment Amount Type of Payment  
Day

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

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

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

**Please stop withdrawing from the above account upon receiving this letter and begin to withdraw from the account listed below:**

**TACU Credit Union**  
**940 N. Superior Ave**  
**PO Box 940**  
**Tomah, WI 54660**  
**Routing #275982050**

(check one)

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

10-digit number is located at the bottom of your check.

TACU Savings Account # \_\_\_\_\_

If you have any questions concerning this request, please contact me.

Sincerely,

Signature \_\_\_\_\_

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

Address \_\_\_\_\_

Phone \_\_\_\_\_

*\*Please note: The company may require additional information to complete the transfer.*



# Account Closing AUTHORIZATION

Verify that all of your automatic payments and direct deposits have been switched to your new TACU account prior to sending the Account Closing Authorization form.

Complete this form and mail it to your old financial institution.

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

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

## To Whom It May Concern:

Please close my account(s):

Account Number: \_\_\_\_\_  Checking  Savings  Other

Account Number: \_\_\_\_\_  Checking  Savings  Other

Account Number: \_\_\_\_\_  Checking  Savings  Other

Account Number: \_\_\_\_\_  Checking  Savings  Other

Forward all remaining funds to:

**TACU Credit Union** (check one)  
**940 N. Superior Ave**  
**PO Box 940**  
**Tomah, WI 54660**  
**Routing #275982050**

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

10-digit number is located at the bottom of your check.

TACU Savings Account # \_\_\_\_\_

Thank you for your assistance.  
Sincerely,

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Address \_\_\_\_\_

Phone \_\_\_\_\_

Joint Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

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

*\*Please note: The financial institution may require additional information to officially close the account.*

