

Make the  
Switch to



COMMUNITY  
CREDIT UNION

We'll make it easy for you!

## 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 Community 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 up your account at any UICCU location or online at [www.uoficreditunion.org](http://www.uoficreditunion.org).

## 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 account:

- ✓ 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 \_\_\_\_\_

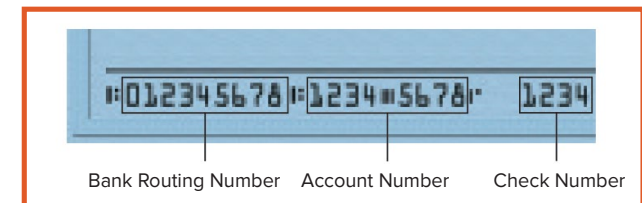
## STEP 4 CLOSE YOUR OLD ACCOUNTS

Once your direct deposits and automatic drafts are changed to the U of I Community 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 Community 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 877-678-4328.

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:



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 Community Credit Union account. U of I Employee payroll direct deposit changes are made in NESSIE.

## 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 Community Credit Union

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

To: U of I Community Credit Union  
2201 South First Street  
Champaign, IL 61820

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 \_\_\_\_\_

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

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 Community Credit Union  
2201 S. First St., Champaign, IL 61820  
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 in NESSIE.*

*For deposits other than payroll direct deposit such as retirement, contact the depositor for instructions on changing these deposits to your new UICCU 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 Financial Institution \_\_\_\_\_

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 Community Credit Union  
2201 S. First St., Champaign, IL 61820  
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 extra copies of this form for each institution you need to notify.