



Membership Switch-Kit

1st Ed Credit Union has made moving your accounts fast and convenient with our Switch Kit. All the letters and forms you will need to make this transition as easy as possible are provided here, all you need to do is print and mail the letters to the appropriate companies and/or individuals.

Three Simple Steps to Switch

1. **Open a Membership with 1st Ed Credit Union.** You can apply online or visit us at our branch.
2. **Download and Mail all the Necessary Forms.** You will find these forms on our website.
3. **Close Your Account** at your current Financial Institution. Verify that all checks, card transactions, and scheduled bill payments have cleared your old checking account.

Switch Kit Checklist

- Direct Deposit Change Request**
Send this notice to companies with which you have direct deposit (employer, government deposits, pension, transfers from other financial institutions, investment dividends, child support or court-issued deposits, etc.) notifying them that you would like to switch your direct deposits to your new account with 1st Ed Credit Union.

- Authorization Agreement for Direct Deposit**
Send this notice to set up direct deposits with any new companies or individuals.

To Change Social Security deposits Online: www.ssa.gov/deposit/howtosign.htm
By Phone: 1-800-772-1213 (TTY 1-800-325-0778)

1st Ed Credit Union's Routing Number: 231379966

- Authorization for Cancelling Automatic payments**
Send this notice to companies who automatically take payments from your checking account (utilities, mortgage, insurance, brokerage, credit cards, internet service providers, transfers to other financial institutions, child support or court issued payments, etc.) notifying them that you are closing the account.

- Authorization for Transferring Automatic Payments**
Send this form to companies notifying them that you want to transfer existing automatic payments from your previous financial institution to 1st Ed Credit Union.

- Authorization for Automatic Payment**
Send a notification to companies in order to set up new automatic payments.

- Verify that your direct deposits and automatic payments have begun posting to your account with 1st Ed Credit Union.**

- Account Closing Request**
Send this notice to your previous financial institution to close your account.