



1221 E Grand St, Springfield, MO 65804



# SWITCHKIT CHECKLIST

Thank you for opening your Educational Community Credit Union account! As you switch your direct deposits and automatic payments to your new account, use this checklist to keep track of your progress.

## Your Educational Community Credit Union Account Information

**Account Number:** \_\_\_\_\_ **Routing & Transit Number (ABA):** 286582834

- Switch your Direct Deposits / Automatic Payments to your new Educational Community Account.**
  - Determine the companies that automatically deposit into/withdrawal from your previous checking account.
  - Notify those companies of your new checking account information. Notification can usually be handled via phone, company website or mail. You can use the **Automatic Deposit/Payment Transfer Form** to easily change your checking account information.
  - This is also a great time to set up new Direct Deposit and Automatic Payments.

## Direct Deposit / Automatic Payment Checklist:

	<i>COMPANY</i>	<i>PHONE</i>	<i>ACCOUNT NUMBER</i>	<i>NOTES</i>	<i>SWITCHED</i>
<b>Direct Deposits</b>					
<b>Employer</b>					
<b>Employer</b>					
<b>Retirement/Pension</b>					
<b>Social Security Admin.</b>		800-772-1213			
<b>Automatic Payments</b>					
<b>Auto Insurance</b>					
<b>Brokerage Account</b>					
<b>Cable/Satellite</b>					
<b>Cell Phone</b>					
<b>Credit Card</b>					
<b>Electric</b>					
<b>Gas</b>					
<b>Gym Membership</b>					
<b>Home Phone</b>					
<b>Life Insurance</b>					
<b>Loan</b>					
<b>Mortgage</b>					
<b>Trash</b>					
<b>Water/Sewer</b>					

- Close your old checking account.**  
Be sure to keep your old checking account active with sufficient funds to cover any outstanding transactions, checks and automatic payments. Once all items have cleared, contact your old financial institution and request that they close your account and send you the remaining balance.
- Destroy your old checks and ATM/debit card(s).**