

Switch Kit Checklist

___ Make sure all checks have cleared on your old checking account.

___ Make certain enough funds are available in your old account to cover any automatic payments that may yet need to be withdrawn.

___ Double check maturity dates if transferring a Certificate of Deposit in order to avoid possible penalties.

___ Send written notices to companies you are using for direct deposit (employer, social security, pension, transfers from other financial institutions, etc.) notifying them that you want to switch your direct deposits to your new account at United Police Federal Credit Union.

___ Send written notification that you are closing your account to companies that automatically take your payments from your checking account, such as: utilities, insurance, internet service providers, banks, etc.

___ Send an Authorization for Transferring Automatic Payments to companies notifying them that you want to transfer existing automatic payments from your previous financial institution to United Police Federal Credit Union.

___ Send written notice to your old financial institution that you are closing the account.