



SWITCH KIT

Allegacy is federally insured by NCUA and is an Equal Housing Lender.



Thank you for choosing Allegacy.

Unlike your bank, Allegacy is a not-for-profit organization. Everything we do is in the best interest of our members, and that includes making the switch process simple and pain-free for people who want to join Allegacy.

This Switch Kit contains everything you need to switch from your former financial institution. Once you've collected all the necessary information outlined below and filled out the following pages, you will be armed with the documentation to complete a switch as seamlessly as possible.

Pre-Switch Checklist – do you have:

- YOUR NEW ALLEGACY ACCOUNT NUMBER**
If you don't have an account with Allegacy you will need to open one before switching. Visit AllegacyFCU.org for more information.
- YOUR PREVIOUS FINANCIAL INSTITUTION INFORMATION | SEE PG. 3 & 9**
In order to close accounts some previous financial institution information is needed.
- A LIST OF ANY AUTOMATED DEBITS (ACH) | SEE PG. 4 & 7**
Gather all information on companies that make electronic withdrawals from your account. This includes automatic debits or charges to your debit and/or credit card. Common uses of ACH include rent/mortgage, utilities, phone and cable bills.
- ANY DIRECT DEPOSITS | SEE PG. 5 & 8**
List any companies who regularly deposit funds into your account. Some common uses of Direct Deposit include payroll, taxes or expense reimbursements. Social Security customers need to call the Social Security Administration at 1.800.772.1213 or go to www.ssa.gov/deposit/howtosign.htm.
- ELECTRONIC PAYMENTS (ONLINE BILL PAY) | SEE PG. 6**
If you use an online bill pay service, be sure to cancel each payee and add them to your Allegacy online bill pay service WebPay.

Keep in Mind

In order to avoid overdrawn account fees from your previous institution, please do not write any more checks on your old account. Be sure to confirm all automatic debits and credits are switched before closing any previous accounts.



Previous Financial Institution Information

FI Name / Address	Phone / Fax	Close Date / Account #
<i>My Old Bank 123 Street City, State Zip</i>	1.800.555.1234	11/05/11
	406.555.1234	02-1111-120



Automated Debits

List all automatic debits (ACH) that authorize periodic withdrawals to be made from a checking or savings account or charged to a debit and/or credit card to pay bills, usually regular monthly payments like rent, mortgages, utilities or membership dues.

Payee / Address	Phone / Fax	Amount / Account #
Gas Company 123 Street City, State Zip	1.800.555.1234	\$45.00
	406.555.1234	02-1111-120



Direct Deposits

List the companies who regularly deposit funds into your account. If this is a joint account with multiple direct deposits, a form (see pg. 6) will be necessary for each direct deposit.

Depositor Name / Address	Phone / Fax
<i>My Employer's Name</i> <i>123 Street</i> <i>City, State Zip</i>	<i>1.800.555.1234</i>
	<i>406.555.1234</i>



Online Bill Payments

List all bills that you currently have set up in an online bill pay service. As an Allegacy Member, you can set up new electronic bills in WebBanking. Ask a Member Service representative for details or visit our Online Services page at AllegacyFCU.org.

Payee / Address	Phone / Fax	Amount / Account #
<i>Cable Company 123 Street City, State Zip</i>	<i>1.800.555.1234</i>	<i>\$45.00</i>
	<i>406.555.1234</i>	<i>02-1111-120</i>

This form goes to companies who were automatically drafting from your old accounts.



Date: _____

ATTN:

Payee Name & Address

To whom it may concern:

I have changed financial institutions and I hereby authorize you to switch the following regular payment over to my new account at Allegacy, effective

_____ .

My account information with your company:

Primary Account Holder: _____

Phone Number: _____

Account Number: _____

Prior Financial Institution Name and Address: _____

My new account information:

Allegacy Federal Credit Union

P.O. Box 26043

Winston-Salem, NC 27114-6043

336.774.3400 / 800.782.4670

Routing Number: 253177887

New Account Number: _____

Please contact me with any questions or concerns. If this letter is not sufficient to have my automatic electronic payment changed, please contact me.

Sincerely,

This form goes to companies who were depositing directly into your old accounts.



Date: _____

ATTN:

Depositor Name & Address

To whom it may concern:

I have changed financial institutions and I hereby authorize you to direct all future deposits to my new account at Allegacy, effective _____ .

My previous account information:

Primary Account Holder: _____

Phone Number: _____

Account Number: _____

Former Financial Institution Name and Address: _____

My new account information:

Allegacy Federal Credit Union

P.O. Box 26043

Winston-Salem, NC 27114-6043

336.774.3400 / 800.782.4670

Routing Number: 253177887

New Account Number: _____

Please contact me with any questions or concerns. If this letter is not sufficient to have my direct deposit payment changed, please contact me.

Sincerely,

This form goes to the Financial Institution where you will close your account(s).



Date: _____

ATTN: Account Maintenance

Former Financial Institution Name & Address

To whom it may concern:

I hereby authorize the closure of my account effective _____ .

My account information is as follows:

Primary Account Holder: _____

Account Number: _____

Address: _____

Phone: _____

Please transfer any remaining balance via check or electronically to Allegacy Federal Credit Union.

By Check: Allegacy Federal Credit Union
 P.O. Box 26043
 Winston-Salem, NC 27114-6043

Electronically: Allegacy Federal Credit Union
Routing Number: 253177887
Account Number: _____

Please contact me with any questions or concerns. If this letter is not sufficient to have my account closed, please contact me and/or send me the necessary forms.

Sincerely,

Primary Account Holder Signature



Wrapping up – have you:

CHANGED YOUR ONLINE BILL PAYEES

If you use the bill pay service at your previous financial institution be sure to cancel each payee and add them to your Allegacy WebPay service. If you have not yet signed up for online bill pay, sign up online at <https://www.allegacyfcu.org/home/personal/online>.

NOTIFIED YOUR FORMER FINANCIAL INSTITUTION OF ACCOUNT CHANGE

Sign and mail in Closure and Notification of Account Change letter(s) only when all automatic debits (ACH) and direct deposits have been switched and all outstanding checks have cleared.

DON'T FORGET TO DESTROY

Old checks, ATM cards, debit cards, deposit slips.

IT'S EASY TO JOIN. PASS IT ON!

Welcome to Allegacy! We put an array of dependable products, services and expertise at our members' fingertips. So pass on all the great ways Allegacy is unlike your friends' and family's banks. We just know they'll thank you for it.