



## Switching to People's Credit Union is as easy as 1...2...3

You can open your new account at any People's Credit Union branch or you can open your account online at [peoplescu.com](http://peoplescu.com) and follow the link at the top right of our homepage. People's Credit Union has branches in Middletown, Newport, Portsmouth, Bristol, North Kingstown and Wakefield. We look forward to having you as a People's Credit Union member.

With our Switch Kit, changing your checking account to People's Credit Union is incredibly easy! Simply bring in the forms located in this Switch Kit into any one of our branches and meet with a Member Service Representative. If you have any questions, call us at 800.498.8930 and we'll be happy to help you.

### Step 1

To switch your direct deposit to your People's Credit Union account, complete the Direct Deposit Request Form. Once completed, return the Direct Deposit Request Form to your payroll department.

### Step 2

If you are having automatic payments (debits) taken from your account, complete the Automatic Payment Change Form. Forward this form to any company you have automatic payments coming out of your old checking or savings account with.

### Step 3

Close your old checking account by completing and submitting the Account Closing Letter and fax, mail or deliver it to them in person. Do not complete this step until all outstanding items have been paid.



# Direct Deposit Request Form

Use this letter to provide your employer with your new payroll direct deposit information.

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Please immediately re-direct my current payroll direct deposit to my new People's Credit Union account provided below.

### Deposit Instructions

New Account Number: \_\_\_\_\_ ABA Routing Number: 211573151

Account Type (Please circle one):  Checking  Savings

Amount to Deposit: New Amount: \$ \_\_\_\_\_ Other: \$ \_\_\_\_\_

I hereby request to have my direct deposit sent to my new People's Credit Union account listed above. Please make this change effective immediately.

\_\_\_\_\_  
Account Owner Signature Date



# Automatic Payment Change Form

For switching automatic payments to your People's Credit Union account.

Use this letter to notify any company you have a recurring automatic payment to start drawing on your People's Credit Union checking account for that payment. If you have more than one automatic payment that you want to come out of your People's Credit Union checking account, make copies of this letter and send one to each company. Be sure to provide your old bank account number, old bank ABA routing number (the nine-digit number on the bottom left of your old check), and your People's Credit Union account number in the spaces provided.

To (Company Name): \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From (Your Name) \_\_\_\_\_

Subject: Request to change Automatic Payment for Account # \_\_\_\_\_

Please be advised that I've recently changed financial institutions and will need to have my automatic account payment switched from my old account to my new account with People's Credit Union.

### OLD AUTOMATIC PAYMENT INFORMATION

I currently have my automatic payment coming out of my (Please circle one account type):

- Checking    Savings    Money Market Account

Bank Account Number: \_\_\_\_\_ ABA Routing Number: \_\_\_\_\_

### NEW AUTOMATIC PAYMENT INFORMATION

As soon as possible, I would like this automatic payment to be redirected to my new People's Credit Union account as follows (Please circle one account type):

- Checking    Savings    Money Market Account

Bank Account Number: \_\_\_\_\_ ABA Routing Number: 211573151

Please contact me for any additional information at (phone number): \_\_\_\_\_

I hereby authorize the following changes listed above: \_\_\_\_\_

Account Owner Signature                      Date



# Account Closing Letter

To (Bank Name): \_\_\_\_\_ Date: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From (Your Name): \_\_\_\_\_

Subject: Request to Close Account(s)

I am writing to request that you close my account(s) listed below. Please send me/us a check for any remaining funds in the account(s) to the address listed below. If you have any questions, please contact me/us at the phone number listed below. Thank you.

### Account(s) to be closed

Account Number(s)	Account Type (Please circle one)		
1. _____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Money Market Account
2. _____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Money Market Account
3. _____	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Money Market Account

### Account Owner Information and Authorization

Account Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby authorize the following changes listed above \_\_\_\_\_  
Account Owner Signature Date