

Make switching your checking account easier with these **5** steps!

Step 1 Set Up Your New Checking Account

Set up the things you need for your checking account. With a Member Service Rep, set up items like your debit card, printed checks, and your NET Teller Online Banking Log In and Password.

Step 2 Stop Using the Old Checking Account

Keep enough funds to cover anything you have outstanding in your old account, such as pending checks or debit transactions.

Stop writing checks on the old account and eliminate use of the old account's ATM/debit card. Be aware of any fees your old checking account could charge while switching to your new one, for example, minimum balance requirements or direct deposit conditions.

Step 3 Change Direct Deposit Information

Contact your payroll department to provide the new account information.

Change Direct Deposit information by:

- Giving a voided check from the new account
- Or Providing Form D (in this packet)

Remember to contact retirement or pension plans and/or Social Security Administration if they deposit money directly into your account.

Since sometimes it takes time to activate the new direct deposit, you might have to physically deposit one paycheck during the transfer.

NETCU Account and Routing # Easy Reference:

NETCU Routing #: 311985746

NETCU Account #:

Step 4 Transfer Automatic Transactions

Use the Auto Pay/Bill Pay Easy Chart to make a list of anyone that withdraws automatically from your account and anyone set up for automatic bill payment. Make sure to also include anyone that deducts by the debit card.

Examples:

Mortgage Company	Cable Company
Life Insurance	Homeowner Insurance
Leasing Manager	Auto Payments
Credit Cards	Magazine Subscriptions
Utility Companies	Auto Insurance
Telephone Company	Membership Dues

Withdrawals

Contact each company on the list that makes an automatic withdrawal by one of three methods:

- Utilize the company's online account to change payment information
- Contact the company by phone or email
- Mail FORM A (in this packet) to that company

Bill Payments

Enter the bill statement information into the new checking account at times convenient to you. It may be easier to enter the information even if you are not paying the bill at that time. That way, when you're ready to pay the bill the information is there.

For security purposes, destroy the Auto Pay/Bill Pay Easy Chart once you've completed this step.

Step 5 Close the Old Account

When you're sure that the old account is inactive, submit FORM C to your previous financial institution and transfer the balance from the old account to your new checking account. Then, as a protection, destroy your old checks, ATM/debit cards and deposit slips. Make sure all checks have cleared, all debit card activity has cleared, direct deposit and automatic withdrawals are on the new account.

Auto Pay/Bill Pay Easy Chart Form



Fill out the following information for each payment that is automatically withdrawn from your old checking account or that is set up on an old bill payment. Make copies as necessary.

Auto Pay <input type="checkbox"/>	Company Name	
	Address	
	Phone #	
Bill Pay <input type="checkbox"/>	Account #	
	Payment for:	

Auto Pay <input type="checkbox"/>	Company Name	
	Address	
	Phone #	
Bill Pay <input type="checkbox"/>	Account #	
	Payment for:	

Auto Pay <input type="checkbox"/>	Company Name	
	Address	
	Phone #	
Bill Pay <input type="checkbox"/>	Account #	
	Payment for:	

Auto Pay <input type="checkbox"/>	Company Name	
	Address	
	Phone #	
Bill Pay <input type="checkbox"/>	Account #	
	Payment for:	

NOTE: For Security Purposes, destroy the filled-in chart when you have completed the steps.

Auto Payment Change Form

Mail one insert to each company that automatically withdraws funds from your checking account. Make copies of this form as needed.

Today's Date _____

Company Name _____

Company Address _____

City, State and Zip _____

Account # _____

You are currently withdrawing \$ _____
for my _____ Amount payment.

What Payment in For

Please change my automatic monthly payment to the following information and send me confirmation as such:

North East Texas Credit Union

PO Box 1480

Lone Star, TX 75668

Routing #: 311985746

Checking Account #: _____

I hereby authorize the closure of this checking account effective _____ Date

Signature _____

Name (Please Print) _____

Address _____

City, State and Zip _____

Place in Envelope and Mail.



Close Old Account Form

Today's Date _____

Old Bank/Credit Union Name _____

Old Bank Address _____

City, State and Zip _____

Old Bank Checking Account # _____

Please close the above checking account and forward funds to:

North East Texas Credit Union
PO Box 1480
Lone Star, TX 75668

Routing #: 311985746 _____

Checking Account #: _____

I hereby authorize the closure of this checking account effective _____ Date

Signature _____

Name (Please Print) _____

Address _____

City, State and Zip _____

Place in Envelope and Mail.



Direct Deposit Switch Form

Turn this insert into your payroll provider, or appropriate government agency for recurring payments. Make copies of this form as needed. You might have to provide a canceled check if the company requires it.

Please change my current direct deposit and deposit my:

Full Paycheck

Or

Amount of _____

Into my:

Checking Account

Savings Account

At:

North East Texas Credit Union
PO Box 1480
Lone Star, TX 75668

Routing #: 311985746 _____

Account #: _____

Signature _____

Name (Please Print) _____

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➤ **Lone Star**
1115 Lone Star Blvd.
Lone Star, TX 75668
903-656-2576

➤ **Daingerfield**
1206 Linda Drive
Daingerfield, TX 75638
903-645-2206

➤ **Jefferson**
302 East Broadway
Jefferson, TX 75657
903-665-8998

➤ **Mt. Pleasant**
1405 South Jefferson
Mt. Pleasant, TX 75455
903-577-3500

➤ **Diana**
1978 US Hwy 259 South
Diana, TX 75640
903-663-6200

➤ **Hughes Springs**
1412 East 1st St.
Hughes Springs, TX 75656
903-639-4115

www.TheNETCU.com

Checking Account



Switch Kit

Making the "Switch" has NEVER been easier!

