

Switch Kit Checklist



Check the circles as you complete each item for momentum and recordkeeping. Note the date you completed each one to make the process smooth!

- **Open your savings and checking accounts at TelComm CU** by visiting any location in person. Your photo ID will be scanned and we need your personal signature in keeping with the USA PATRIOT Act of 2001.
 - Your name, address and date of birth.
 - Official **photo** identification, such as a driver's license, state ID or passport.
 - Your Social Security number.
 - An opening deposit in the form of cash or check for a minimum of \$25.00.

- **Switch Direct Deposits**
 - To change Social Security direct deposits, visit: www.ssa.gov/deposit/howtosign.htm or call the Social Security Administration at 1.800.772.1213
 - TelComm CU Routing Number is **286582876**
 - Take your new TelComm CU account numbers and TelComm CU Routing Number above to your Human Resources department at your employer to direct your paycheck to your new TCU account.
 - If you are unemployed, be sure to contact the proper office to have those funds redirected as well.
 - Remember other random payments you may receive, such as PayPal, pension, investment dividends, child support or court-related deposits etc.

- **Begin writing checks and paying bills with your new TelComm CU accounts regularly** to taper off the old account and begin utilizing the new one as your primary.

- **Cancel automatic payments being made from the old institution**, to prevent those payments from overdrawing your old checking account.

- **Reschedule automatic bill payments from your new TelComm CU account** via our FREE Online Bill pay, your TelComm CU Debit Card or your TelComm CU Credit Card. Keep in mind that if you've authorized a particular vendor to automatically charge monthly payments to your debit card, you'll need to give them your new debit information to prevent an overdraft or late payment. *These steps should be taken in a short time frame to prevent double payments.*
 - Items to consider: Netflix, music subscriptions, charity donations, your phone bill, utility bill, car and home insurance.

- **Transfer the bulk of your money to your new TCU account** once you make sure all the bills and outstanding checks have cleared the old account. It is smart to keep an extra cushion of money in the old account for a month or so to cover any transactions you might have forgotten. We suggest keeping both your old and new TCU accounts open simultaneously for a couple months to avoid any hiccups or low balance fees at the old institution.

- **Close your old account and get documentation** from the old institution that it is indeed closed. Watch for fees from the old account and be cautious of a stray check clearing after you closed the old account, which might trigger the accidental re-opening of a "zombie" account that racks up overdraft fees. (Which is the

reason you want documentation from the old institution that the old account is indeed closed permanently, and not just drawn down to a zero balance.)

- **Empty your Safe Deposit Box at the old institution** if you have one and transfer contents to a SDB at TelComm CU. We have low cost safe deposit boxes in Springfield, Nixa and Republic.
- **Remember to refinance your existing loans with TelComm CU from your old institution.** TCU may be able to lower your interest rate and/or monthly payments!
- **Shred all the old checks, debit and credit cards from the old institution** to prevent identity theft.
- **Pat yourself on the back for a job well done! 😊**