



Find your balance.

Make the switch to TVFCU today!

Switching your accounts from another financial institution doesn't have to be a hassle. The TVFCU Switch Kit has everything you need to make the move simple.

Any questions?
Call us at 585-343-5627.



10 Jefferson Sq., Batavia, NY 14020

www.tvfcubatavia.com

5 Easy steps to moving your accounts to TVFCU!

1. Open an account with TVFCU!

Stop using your old account, but don't close it right away; allow time for the account to cover outstanding expenses.

2. Move your direct deposits to your new TVFCU account using the Payroll Direct Deposit Authorization Form.

3. Move your automatic payments or withdrawals to your new TVFCU account using the Automatic Withdrawal/Deposit Form.

4. Close your old account.

Once all checks have cleared, and direct deposits and payments have been transferred, send a written notice to close your previous account using the Account Close Form.

5. Enjoy the freedom of a TVFCU membership, with our low rates and uncompromising service!

New Account Conversion Checklist

Post this list on the fridge, and check the boxes next to the items you have completed.

- All checks have cleared on my account.
- I have enough available funds in my account to cover any automatic payments that may yet need to be withdrawn.
- I have sent the **written notice** to my direct deposit vendors (payroll, Social Security*, etc.) regarding these changes.

*If you receive Social Security benefits, you can set up Direct Deposit of your checks by calling the Social Security Administration at 1-800-772-1213.

Enclosed notices

Payroll Direct Deposit Authorization Form

Automatic Withdrawal/Deposit Switch Form

- I have sent the **written notice** to vendors who automatically take payments from my checking account (utilities, insurance, cable, etc.), stating that I am closing that account and switching to TVFCU.
- I have sent the **written notice** to the financial institution where I am closing my account.

Existing Account Closing Form

- A TVFCU Member Center Representative set me up for Online Bill Pay, and I am now banking conveniently.



Payroll Direct Deposit Authorization Form

Complete and sign this form for **each** company with which you have a payroll direct deposit. Please make additional copies if needed.

Please Note: If you have Social Security or other governmental direct deposit, please use the Treasury Department Standard Form 1199A to request this change. You may also call 1-800-772-1213 to make the necessary changes.

You may want to keep your previous account open until all outstanding transfers are complete and checks are clear.



Send this form to the company making the Direct Deposit. For your payroll direct deposit, please give this form to your Human Resources department. Please read important notes in the left column.

Name

Address

City

State

Zip

Work Phone

Home Phone

Social Security Number

Employer Name

Phone Number

List account information below:

Previous Account Number

Previous Financial Institution Name

TVFCU Member Number

222383479

Routing Number

Type of account:

Checking

Savings

Check only one:

- A new authorization for Direct Deposit. (Not currently using Direct Deposit.)
- Please exchange my existing authorization. Transfer automatic payment from my previous financial institution to TVFCU.

Employee Signature

Date

***Inquire about our Payroll Distribution!**

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Automatic Withdrawal/Deposit Switch Form

Complete and sign one copy of this form for each automatic payment or automatic deposit (other than payroll, such as telephone payments or insurance) and mail to the merchant or institution that is processing automatic payments or automatic transfers to your old account. Please make additional copies if needed.

If you are enrolled on the merchant or financial institution's Web site, it may be possible to make the necessary changes via the internet.

You may want to keep your previous account open for two months to ensure all automatic payment transfers have cleared the account.



This will notify merchants or financial institutions to redirect automatic payments or automatic deposit transfers to TVFCU.

To:

Merchant/Company Name (Ex.- National Grid payment)

Merchant/Company Address

City

State

Zip

From:

Name

Address

City

State

Zip

Please redirect my Automatic Deposits to my TVFCU savings account. (Withdrawals only permitted from checking)

TVFCU Member Number _____ 222383479
Routing Number

Please redirect my Automatic Withdrawals to my TVFCU checking account: Account #: 1 0 6 0

Routing Number: 222383479

Effective:

Immediately

Beginning ____/____/____

Signature

Daytime Phone Number

Account Close Form

Complete this form and return it to your old financial institution.

One form should be used for each account type. Please make additional copies if needed.

If you are enrolled on the financial institution's Web site, you may be able to make the necessary changes via the internet.

You may want to keep your previous account open for two months to ensure all automatic payment transfers have cleared the account.



To Whom it May Concern:

Please close my account described below.

Name(s) on the Account

Account Number

Account Type

- Mail a check for the remaining balance(s) to my address.
- I will be writing a check for the remaining balance(s).
- No disbursement of funds is necessary. I will handle the matter myself.

Thank you for your prompt attention to this matter.

Sincerely,

Account Holder Signature

Date

Joint Account Holder Signature

Date

Daytime Phone Number