

Make the Switch - Open a Share Draft Checking

Conversion Tips

1st:

Open new account, but do not close existing account.

2nd:

Contact all direct deposit vendors to notify them of your account change. Verify when they will start depositing to your new account.

3rd:

Contact all vendors who automatically take payments from your checking account to notify them of your account change. Verify with each when they will start taking the payments from your new account. Keep track of the date when the withdrawal will change to your new account. Note if the change will be before or after your direct deposit(s) are transferred and then make sure funds are available in the correct account until the total switch is complete.

4th:

Make sure all checks have cleared through your old account.

5th:

Close your old account when you are sure all checks have cleared and direct deposits or automatic withdrawals have been transferred.

6th:

Welcome to Members Community Credit Union!
Enjoy your membership benefits.
Together We're Better!



**Members Community
Credit Union**
together we're better.

Checklist

- Open new Members Community Checking Account.
Account Number: _____
Routing Number: 273975629

- Contact your direct deposit vendors.
 - Place of Employment (paycheck direct deposit)
Effective Date/Amount(s): _____
 - Social Security
Effective Date/Amount(s): _____
 - CD Interest Payments
Effective Date/Amount(s): _____
 - Other
Effective Date/Amount(s): _____
 - Other
Effective Date/Amount(s): _____

- Contact the vendors who automatically take payments from your checking account.
 - Utility Companies
Effective Date(s)/Amount(s): _____
 - Insurance Companies
Effective Date(s)/Amount(s): _____
 - Financial Institutions (loan payments)
Effective Date(s)/Amount(s): _____
 - Internet Provider
Effective Date(s)/Amount(s): _____
 - Other (telephone/cell phone companies, etc.)
Effective Date(s)/Amount(s): _____

- List all checks still outstanding in your current account and cross them off as they clear. Do not write any more checks on this account.
Outstanding Check Number(s): _____

- Make sure funds are available in each account for current automatic payment deductions.

- If using a BillPay service, send notification of new account information to vendors who generate automatic withdrawals.

- Close current checking account when all outstanding checks are in and direct deposits or automatic withdrawals have been transferred.



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