

Get Ready to Raise Your Expectations.

Congratulations on upgrading your banking experience to Signature Federal Credit Union.

To ensure your transition is as seamless and effortless as possible, we've prepared a simple checklist to make certain your automatic payments, deposits and other transactions continue uninterrupted.

Step 1: Enroll in Signature FCU Banking.

- Download our mobile app.
- Set up Signature FCU Bill Pay.
- Set up your paperless statements.

Step 2: Organize your transactions.

- Identify your automatic deposits.
- Identify your automatic payments.
- Identify any outstanding checks or payments on your old checking account.
- Use our Deposits and Payments Worksheets to help you stay organized and track your changes

Step 3: Make the move.

- Move your direct deposits to your new Signature FCU checking account by contacting your employer's HR department or using the Direct Deposit Transfer Request form.
- If you are retired and receive benefits from OPM and/or Social Security, please contact the appropriate agency directly or log in to your OPM and/or SSA account online to make the necessary changes.

OPM: 888-767-6738

SSA: 800-772-1213

- Set up your automatic payments to debit your Signature FCU checking account.
- Transfer automatic payments by setting them up in Signature FCU Web Bill Pay® or by using the Automatic Payment Transfer Request form.

To access the forms needed to make the switch, go to signaturefcu.org/switch or scan the QR code.

Step 4: Track your activity.

- Stop using your former bank account when you start your new account transition.
- Maintain sufficient funds in both your former bank account and your new Signature FCU account to cover outstanding checks, automatic withdrawals and other payments.
- Check off each outstanding item on your worksheet as it clears your former account

Step 5: Close your former checking account.

- Confirm that all automatic deposits have been transferred.
- Confirm all automatic payments have been transferred.
- Confirm that all outstanding checks have cleared.
- Confirm that all debit card transactions have cleared.
- Contact your former bank to request the account closure or use the Account Closing Request form and send it to your former financial institution.
- Transfer any remaining deposits to your new Signature FCU checking account.
- Destroy any unused checks, debit/ATM cards, and deposit slips associated with your former account.



Deposits Worksheet

Use this page to keep track of all the information you need to switch automatic or recurring deposits to your new Signature FCU account.

Information may include payroll checks, government deposits (e.g., social security), brokerage deposits (e.g., dividends, interest), transfers from other bank accounts, child support or other court-issued deposits.

Applicant Information

Signature FCU Routing Number
(First set of numbers on your checks [9 digits] before your account number)

Signature FCU Account Number
(Second set of numbers on your checks [10 digits] following your routing number)

Automatic Deposits

	Company Name/ Address/Phone	Employee ID or Other Account Number	Website or Email	Amount	Date Communica- tion Sent	Estimated Switch Date	Switch Complete (Deposits moved to Signature)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

Payments & Outstanding Items Worksheet

Use this page to keep track of the information you need to switch automatic and web bill pay payments to your new Signature FCU account. At your convenience, you may also use this worksheet to track outstanding checks on your former bank account, or outstanding debit card transactions to ensure they clear.

Information may include mortgage payments, utilities, cell phone, credit cards, car/auto payments, student loans, streaming services, gym memberships and other transactions, such as transfers to externally linked deposit accounts, retirement accounts and investment accounts.

You should also make a note of any websites that are linked to your current bank account. For example, if you use a mobile wallet app to shop online, you'll need to update your bank account or debit card information once your new account is open.

Applicant Information

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(First set of numbers on your checks [9 digits] before your account number)

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Automatic Deposits

	Company Name/ Address/Phone	Employee ID or Other Account Number	Website or Email	Amount	Date Communica- tion Sent	Estimated Switch Date	Switch Complete (Payments moved to Signature)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

Automatic Payment Transfer Request

Date: _____(mm/dd/yyyy)

Merchant/Payee: _____

Street Address: _____

City/State/ZIP: _____

RE:

Member Name: _____

Merchant/Payee Account Number: _____

Street Address: _____

Phone Number: _____

City/State/ZIP: _____

Dear Sir or Madam:

Please consider this request, as indicated by my original signature, as formal authorization to deduct any recurring payment(s) to you from my new account with Signature FCU, listed below. Recurring payments from my former bank account should be discontinued.

Please make this change effective: _____(mm/dd/yyyy)

New Signature FCU Account Number: _____

New Signature FCU Routing Number: _____

(Include a voided copy of your check along with this form.)

If the information contained in this letter is insufficient to make the changes requested, please send the appropriate form to the customer address above.

If you have any questions, please contact me at: _____ (xxx-xxx-xxxx)

Thank you for your assistance.

Signature: _____ Date: _____

Transfer automatic payments by setting them up in Signature FCU Web Bill Pay®, by visiting the payee's website or app, or by using the Automatic Payment Transfer Request form for each automatic or recurring payment.

Direct Deposit Transfer Request

Date: _____(mm/dd/yyyy)

Merchant/Payee: _____

Street Address: _____

City/State/ZIP: _____

RE:

Member Name: _____

Merchant/Payee Account Number: _____

Street Address: _____

Phone Number: _____

City/State/ZIP: _____

Dear Sir or Madam:

Please consider this request, as indicated by my original signature below, as formal authorization and order to make any recurring direct deposit(s) to my new account with Signature FCU, listed below. Direct deposits to my former bank account should be discontinued.

Please make this change effective: _____(mm/dd/yyyy)

New Signature FCU Account Number: _____

New Signature FCU Routing Number: _____

(Include a voided copy of your check along with this form.)

If the information contained in this letter is insufficient to make the changes requested, please send the appropriate form to the customer address above.

If you have any questions, please contact me at: _____ (xxx-xxx-xxxx)

Thank you for your assistance.

Signature: _____ Date: _____

You can complete the Direct Deposit Transfer Request form for each entry from your Deposits Worksheet. Mail the form or submit it to your human resources department. To transfer social security direct deposit, you can either call the Social Security Administration or go to www.ssa.gov.

Account Closing Request

Dear Sir or Madam:

Please close my account effective: _____(mm/dd/yyyy)

Account Holder Name: _____

Joint Account Holder Name: _____

Account Number: _____ Type of Account: _____

Prepare a cashier's check for the balance of my accounts payable to:

Account Holder Name: _____

And mail the check to the following address:

Account Holder Street Address: _____

City/State/ZIP: _____

If you have any questions, please contact me at: _____ (xxx-xxx-xxxx)

Thank you for your assistance.

Account Holder Signature: _____ Date: _____

IMPORTANT:

Date: _____

I understand that I need to keep my old account open until all pending transactions have been completed and all automatic deposits and withdrawals have been redirected.

Account Holder Signature: _____ Date: _____

Joint Account Holder Signature: _____

(Please note: Your bank may require additional forms and documents.)

Complete this form and submit it to your former institution to initiate an account closure. Be sure that all checks and payments have posted before closing your account. Not all institutions accept this form. You may want to contact your institution to verify their process.