Penlanco
Federal Credit Union

Switch Kit

Switch your checking account in 5 steps!

1 Open your new Penlanco FCU Checking at a Penlanco FCU office or open electronically at penlancofcu.com/checking.

2 Stop using your old checking account(s), and allow time for outstanding payments and checks to clear the account(s). *Don't forget to stop any scheduled bill-payer payments.*

3 Set up your direct deposit(s) with your employer or your retirement plan. You may need to provide a voided check.

Routing Number: 231381792

Checking Account Number:

_____

Visit GoDirect.gov or call 800-333-1795 to update your Social Security direct deposit.

4 Change your automatic payments. We recommend printing or downloading your most recent checking statement, using this statement to write a list of all the changes needed. *We have included a written list to get you started.*

5 When all of your pending payments have cleared your old account, and you see that your automatic payments and direct deposits are coming into the new account, close the old account using the form provided. *Your other bank/credit union may require their own form.*

Track your Progress

- [ ] My Penlanco FCU account is open, and I have received my checks and/or debit card(s).
- [ ] I have enrolled in Online Services, including Mobile Check Deposit, if desired.
- [ ] I have stopped using the old account, and I have enough funds in the old account for all items to clear (checks, ACHs, bill-payer items, debit cards transactions).
- [ ] I have updated my direct deposit information.
- [ ] I have updated any automatic payments using my debit card to the new Penlanco FCU debit card.
- [ ] I have updated any automatic ACH payments and Bill-Payer items to my new Penlanco FCU checking account.
- [ ] I have verified that all pending items have cleared my old account.
- [ ] I have closed my old account.

Federally Insured by NCUA.
Equal Housing Lender. NMLS 695767.

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Direct Deposit & Payment Change Tracker

Deposits	Company Name	Completed
Payroll		
Payroll		
Pension or Social Security		
Other		

Automatic Paymnets	Company Name	Completed
Mortgage/Rent		
Car Payment		
Car Payment		
Insurance		
Insurance		
Phone		
Electricity		
Gas		
Water, Sewer, Trash		
Cable/Internet		

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Direct Deposit & Payment Change Tracker

Automatic Paymnets	Company Name	Completed
Credit Card		
Credit Card		
Credit Card		
Loan		
Loan		
Streaming Services		
Subscriptions		
Other: _____		
Other: _____		
Other: _____		
Other: _____		
Other: _____		
Other: _____		
Other: _____		
Other: _____		

Authorization to Close Account

To: _____

_____

_____

From: _____

_____

_____

Account Number(s): _____

I hereby authorize the above listed account(s) be closed. Please mail any remaining funds in these accounts to me at the above listed address.

If there are any questions I can be reached at _____.

Signature(s):

_____

Printed Name:

_____

Printed Name: