



CENTRAL CREDIT UNION
OF ILLINOIS

Bank on the Difference.

www.centralcu.org • (708) 649-6410

Central Credit Union Check List
For Moving Your Checking Account

- Open your Central Credit Union checking account.
- Sign up for Central Credit Union’s free home banking and online bill payment, and enjoy convenient 24-hour access to your account.
- Complete a new Direct Deposit/Payroll Deduction Authorization Form to begin direct deposit or payroll deduction into your new Central Credit Union checking account. Give your employer the top portion of the Direct Deposit/Payroll Deduction Authorization Form and return the bottom portion to the credit union. Be sure to also complete any additional forms required by your employer to complete this process.
- Stop using checks from existing account.
- Keep old account open with enough funds on deposit to fund all outstanding checks that you have written and any reoccurring payments that have yet to begin being debited from your new account.
- Monitor your new Central Credit Union checking account to see when switch has occurred and funds are deposited.
- Once funds have been deposited into your new Central Credit Union account, send notice to companies who automatically deducted payments from your old account to inform them that you have moved your account to Central Credit Union. Use Change Automatic Payment/Withdrawal Form. **Check your old statements for a list of companies. Companies to notify may include:**

Credit card companies
Insurance companies (auto, homeowners, life, etc.)
Vehicle Loan Finance Company
Tollway Authority

Utility companies
Mortgage company
Gym

- After all checks have cleared from your old account and all reoccurring payments have started being debited from your new account, send Close Account Form to old financial institution to close checking account.

Congratulations! We hope your new checking account meets your needs. We appreciate your business, and hope you will refer your family members, friends and coworkers to us. For any questions regarding your account, please call Member Services at (708) 649-6410.



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Change Automatic Payment/Withdrawal

Date

Name Of Company Making Automatic Payment/Withdrawal

Address

City, State Zip

To Whom It May Concern:

On the _____ (day) of each month, your company is currently withdrawing \$ _____ to make a payment for account _____ (account number) from the following account:

Financial Institution Name: _____

Routing Number: _____

Account Number: _____

Effective _____ (date), please stop making the automatic payment/withdrawal from the above-listed account, and instead debit from the following account:

Central Credit Union Of Illinois

Routing Number: 271987143

Account Number _____

Payment Amount To Be Debited:

- Minimum payment due
- Outstanding balance to pay in full
- Other amount _____

Should you have any questions regarding my request, please call me at (____) _____.
Thank you.

Sincerely

Name (Print)

Signature

Address

City, State Zip



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Close Account Form

Date

Financial Institution's Name

Address

City, State Zip

To Whom It May Concern:

Please close my account _____ (account number), and send a check for my balance to me at the address listed below.

Should you have any questions regarding my request, please call me at (____) _____ .

Thank you for your prompt attention to this matter.

Sincerely,

Name (Print)

Signature

Joint Owner #1 Name (Print)

Joint Owner #1 Signature

Joint Owner #2 Name (Print)

Joint Owner #2 Signature

Address

City, State Zip