



5 Simple Steps for a Smooth Transition to Your Farmway Credit Union Checking Account

1. Open a Checking Account with Farmway Credit Union

You can do this at any FCU location or online at farmwaycu.com.

Please Note: In addition to the electronic Member Application you are about to submit, Farmway Credit Union requires the following in order to process a new account:

1. Valid Photo ID
2. Completed and Signed Membership Agreement in person at any location
3. \$5.00 Share/Passbook Account Deposit

2. Stop Using Your Old Account

Destroy any unused checks, deposit slips and ATM/debit cards. Let all of your outstanding checks clear. We recommend that you keep this account open for at least 30 days after switching to FCU to avoid accidentally bouncing any items (such as an outstanding check, automatic draft, debit card transaction, etc.).

3. Change Direct Deposits

If your paycheck is being automatically deposited (direct deposit) into another checking account, complete the Direct Deposit Form within this Switch Kit and give it to your HR or Payroll Department.

*If you are receiving deposits from the Social Security Administration or a retirement plan, contact those institutions.

4. Change Automatic Payments

Consult the Automatic Payment/Deposit Checklist within this Switch Kit to determine which companies you need to notify that you have switched your checking account to FCU. After notification, these companies should establish automatic payments from your new checking account. An FCU Member Service Representative will be happy to assist you redirect your automatic payments and direct deposits to your new FCU checking account.

5. Close Your Old Checking Account

After all outstanding charges have cleared, close your old checking account. Other financial institutions may require you to do this in person. Be sure to get a check for any money left over in that account and deposit it into your new checking account with FCU.

*Your place of employment may require that you fill out their direct deposit form instead of the one provided by FCU. As you make the switch, FCU wants to ensure that you have not omitted any payments. As a suggestion, we recommend that you review your last three bank statements (example: checking, etc).



Direct Deposit Authorization Form

Attention Employer: If you are unable to accept this form, please mail the authorized form that your organization uses to the address below.

Company Name

Address

City

State

ZIP code

Deposit Instructions:

Farmway Credit Union

P.O. Box 446
Beloit, KS 67420

Routing # 301177823

1-800-530-5154

Checking Account #

Full Amount

\$ _____
Specific Amount

Savings Account #

Full Amount

\$ _____
Specific Amount

Other Account #

Full Amount

\$ _____
Specific Amount

I authorize:

- Above listed company to initiate deposits to the above-named account(s).
- Farmway Credit Union to credit entries to the above-named account(s).
- That this authorization replaces any previous authorization to remain in effect until I send written notice of change or cancellation.

Signature

Date

Printed Name

SS#

Address

Telephone #

City

State

ZIP code

Attach a voided check and/or deposit slip from above identified accounts.



Automatic Payment/Deposit Checklist

You may or may not have your monthly payments drafted from your old checking account to the following providers. This checklist is a tool to help you ensure that all current automatic payments will now be drawn from your new account with FCU, not your old account. You may have other payments being drafted; this is just a list of the most common automatic payments. We encourage you to review your last three bank statements to see all automatic drafts that need to be switched over.

- Mortgage
- Cell Phone
- Home Telephone
- Electricity
- Water
- Sewer/Trash Collection
- Internet
- Cable
- Subscriptions (Netflix, Hulu, etc.)
- Credit Cards
- Home/Car/Life Insurance
- Loans
- Investments
- Health Clubs
- Charities
- Social Security (1-800-772-1213)
- Employer
- Other _____

To change your automatic payments to draft from your new FCU checking account, each of these companies will need to be contacted individually. **An FCU Representative will be happy to assist you with this.** These companies may ask for a voided check from your new checking account, your account number, FCU's routing number (301177823) and other information to verify that you have access to this account.

We're here to make this transition as easy as possible for you! Please call us with any questions or concerns you may have at 1-800-530-5154.



Automatic Payment Worksheet

Stay organized as you update your checking account information with various companies!

organized as you update your checking account information with

Payee Name:	Completed <input type="checkbox"/>
Address:	
Phone:	
Account Number:	
Payment Made Via: Debit to Checking Acct. Debit Card	
First deposit made to new account on: _____	

Payee Name:	Completed <input type="checkbox"/>
Address:	
Phone:	
Account Number:	
Payment Made Via: Debit to Checking Acct. Debit Card	
First deposit made to new account on: _____	

Payee Name:	Completed <input type="checkbox"/>
Address:	
Phone:	
Account Number:	
Payment Made Via: Debit to Checking Acct. Debit Card	
First deposit made to new account on: _____	

Payee Name:	Completed <input type="checkbox"/>
Address:	
Phone:	
Account Number:	
Payment Made Via: Debit to Checking Acct. Debit Card	
First deposit made to new account on: _____	

Payee Name:	Completed <input type="checkbox"/>
Address:	
Phone:	
Account Number:	
Payment Made Via: Debit to Checking Acct. Debit Card	
First deposit made to new account on: _____	