



## Switch Kit Checklist

Switching your automatic payment and withdrawals from your old financial institution to your new East Idaho Credit Union account is easier than you think. Simply follow these three steps.

- Step #1: Print your latest account statement**
- Step #2: Categorize your various account transactions using this form**
- Step #3: Contact companies listed below to change your account information**

Remember, East Idaho Credit Union is here to assist every step of the way. Stop by your local EICU branch today and let us help.

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## Direct Deposit

A Direct Deposit is a recurring electronic deposit to your account. The most common types are paychecks from employers, Social Security checks, etc. To switch Direct Deposit(s), complete and submit the Direct Deposit letter to the depositor.

### Company Name

Check When Complete

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

## ACH Withdrawal

ACH Withdrawals are automatic payments you have scheduled to come from your account. Examples include; automatic withdrawals for cable, utility, and insurance bills. To establish the ACH withdrawal, you may have submitted a voided check to the company or gave them your account and routing numbers. To notify these companies of your new EICU account, log on to your account with them and request the change. Or, complete and submit our Automatic Payment Letter to the institutions you list below.

### Company Name

Check When Complete

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____



## Online Bill Payment

If you use Online Bill Payment to pay your bills, you will need to add your payees to your new EICU Bill Payment account. Before closing your Bill Payment account at your previous institution, use this form to write down your current payee information. Then, set up new payees in your EICU Bill Payment account using the Bill Payment link online.

Payee Name \_\_\_\_\_

Account # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check When Complete \_\_\_\_\_

Payee Name \_\_\_\_\_

Account # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check When Complete \_\_\_\_\_

Payee Name \_\_\_\_\_

Account # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check When Complete \_\_\_\_\_

Payee Name \_\_\_\_\_

Account # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check When Complete \_\_\_\_\_

Payee Name \_\_\_\_\_

Account # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check When Complete \_\_\_\_\_

Payee Name \_\_\_\_\_

Account # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check When Complete \_\_\_\_\_

## Recurring Debit Card Withdrawals

These are automatically recurring withdraws you have established using your debit card. Typically these are routine monthly bills, cable or utility bills, health club dues, etc. You would have given the company your debit card number to set up these transactions. Once you have your new EICU debit card you will need to contact the companies you list below and give them your EICU card information or set the account up on bill pay for more convenience to you in managing future changes.

### Company Name

Check When Complete

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

## Letter of Closure

Upon completion of these steps, submit a Letter of Closure to your previous financial institution.

Financial Institution Name \_\_\_\_\_

Account # \_\_\_\_\_

Business Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

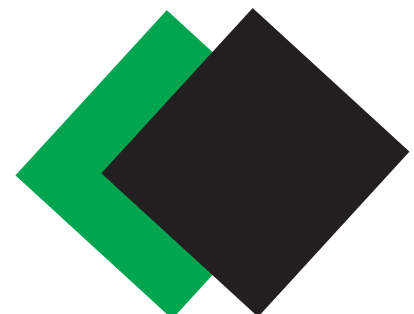
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If you have any questions, please contact your local East Idaho Credit Union Branch.



**East Idaho Credit Union**  
**865 South Woodruff Ave**  
**Idaho Falls, ID 83401**  
**208-523-9068**  
**www.eastidahocu.org**





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Dear Sir/Madam:

I hereby authorize and instruct you to close the following account and send the total remaining balance to my account as shown.

Institution name: East Idaho Credit Union  
PO BOX 1865  
Idaho Falls, ID 83403

Account Owner Name: \_\_\_\_\_

Routing Number: 324173082

Account Number: \_\_\_\_\_

Account Type: \_\_\_\_\_

If you have any questions, please feel free to contact me at (ph#)\_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Account Owner Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Dear Sir/Madam:

I hereby authorize you to change my automatic payment for account number \_\_\_\_\_ to my new account.

Institution Name: East Idaho Credit Union  
PO BOX 1865  
Idaho Falls, ID 83403

Account Owner Name: \_\_\_\_\_

Routing Number: 324173082

Account Number: \_\_\_\_\_

Account Type: \_\_\_\_\_

If you have any questions, please feel free to contact me at: (ph#) \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Account Owner Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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Dear Sir/Madam:

I hereby authorize you to make direct deposits to my new account defined below.

Institution Name: East Idaho Credit Union  
PO BOX 1865  
Idaho Falls, ID 83403

Account Owner Name: \_\_\_\_\_

Routing Number: 324173082

Account Number: \_\_\_\_\_

Account Type: \_\_\_\_\_

If you have any questions, please feel free to contact me at (ph#)\_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Account Owner Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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