

## Make switching your checking account easier with these 5 steps!

### 1. Set Up Your New Checking Account

Set up the things you need for your checking account. With a Member Service Rep, set up items like the VISA debit card, printed checks, and a Phone Banking pin number. Set up online banking by clicking the “New User?” link in the eBranch Log In box on [www.premieronecu.org](http://www.premieronecu.org). You can also set up Bill Pay and Mobile Banking after your first log in. Make sure to keep the PremierOne CU routing number and your checking account number handy.

### 2. Stop Using the Old Checking Account

Keep enough funds to cover anything you have outstanding in your old account, such as pending checks or debit transactions.

Stop writing checks on the old account and eliminate use of the old account's ATM/debit card. Be aware of any fees your old checking account could charge while switching to your new one, for example, minimum balance requirements or direct deposit conditions.

### 3. Change Direct Deposit Information

Contact your payroll department to provide the new account information.

Change the Direct Deposit information by:

- giving a voided check from the new account
- or providing FORM D (in this packet).

Remember to contact retirement or pension plans and/or Social Security Administration if they deposit money directly into your account.

Since sometimes it takes time to activate the new direct deposit, you might have to physically deposit one paycheck during the transfer.

### 4. Transfer Automatic Transactions

Use Auto Pay/Bill Pay Easy Chart to write a list of anyone that withdraws automatically from your account and anyone set up for automatic bill payment. Make sure to also include anyone that deducts by the debit card.

Mortgage Company	Leasing Manager	Homeowner Insurance	Auto Insurance
Life Insurance	Auto Payment	Utility Companies	Telephone Company
Cable Company	Credit Cards	Magazine Subscriptions	Membership Dues

#### WITHDRAWALS

Contact each company on the list that makes an automatic withdrawal by one of three methods:

- utilize the company's online account to change payment information
- contact the company by phone or email
- mail FORM AP to that company

#### BILL PAYMENTS

Enter the bill statement information into the new checking account at times convenient to you. It may be that it is easier to enter the information even if you are not paying the bill at that time. That way, when you're ready to pay the bill the information is there.

(For security purposes, destroy the Auto Pay/Bill Pay Easy Chart once you've completed this step.)

### 5. Close the Old Account

When you're sure that the old account is inactive, submit FORM C to your previous financial institution and transfer the balance from the old account to your new checking account. Then, as a protection, destroy your old checks, ATM/debit cards and deposit slips. Make sure all checks have cleared, all debit card activity has cleared, direct deposit and automatic withdrawals are on the new account.

## PremierOne Credit Union Account Number and Routing Number for Easy Reference

Below lists your checking account number and the PremierOne CU routing number so you have your account information handy whenever you need it. Call 408.524.4500 if you need any other information.

**PremierOne CU Routing Number:** 321176875

**PremierOne CU Checking Account Number:** \_\_\_\_\_

Fill out the following information for each payment that is automatically withdrawn from your old checking account and/or is set up on an old bill payment schedule.

(Make copies as necessary)

Auto Pay <input type="checkbox"/>	Company Name		Auto Pay <input type="checkbox"/>	Company Name	
	Address			Address	
	Phone #			Phone #	
	Account #			Account #	
	Payment For:			Payment For:	
Bill Pay <input type="checkbox"/>	Company Name		Bill Pay <input type="checkbox"/>	Company Name	
	Address			Address	
	Phone #			Phone #	
	Account #			Account #	
	Payment For:			Payment For:	
Auto Pay <input type="checkbox"/>	Company Name		Auto Pay <input type="checkbox"/>	Company Name	
	Address			Address	
	Phone #			Phone #	
	Account #			Account #	
	Payment For:			Payment For:	
Bill Pay <input type="checkbox"/>	Company Name		Bill Pay <input type="checkbox"/>	Company Name	
	Address			Address	
	Phone #			Phone #	
	Account #			Account #	
	Payment For:			Payment For:	



## FORM



### AUTO PAYMENT CHANGE FORM

Mail one insert to each company that automatically withdraw funds from your checking account. Make copies of this form as needed.

Today's Date \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State and ZIP

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

You are currently withdrawing \$ \_\_\_\_\_ for my  
\_\_\_\_\_ payment.

Please change my automatic monthly payment to the following information and send me confirmation as such.

**PremierOne Credit Union**  
6640 Via Del Oro  
San Jose, CA 95119

PremierOne CU Routing Number: **321176875**

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

I hereby authorize this change in automatic withdrawal/change  
effective \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and ZIP

(Cut along line)

## FORM



### CLOSE OLD ACCOUNT FORM

Today's Date \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City, State and ZIP

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

Please chose the above checking account and forward all funds to:

**PremierOne Credit Union**  
6640 Via Del Oro  
San Jose, CA 95119

PremierOne CU Routing Number: **321176875**

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

I hereby authorize the closure of this checking account  
effective \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and ZIP

(Cut along line)

## FORM



### DIRECT DEPOSIT SWITCH FORM

Please change my current direct deposit & deposit my full  
paycheck OR the amount of \_\_\_\_\_  
into my Checking OR Savings account (Circle One) at  
PremierOne Credit Union, Routing # 321176875  
(Account numbers are to the right)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

#### IMPORTANT NOTE REGARDING SAVINGS ACCOUNTS

Savings (Regular Share accounts) are non-transaction accounts. There is a maximum of 6 (six) pre-authorized, automatic, or telephone transfers allowed from your savings account per calendar month. If the maximum is exceeded the transaction will not go through.

Turn this insert into your payroll provider, or appropriate government agency for recurring payments. Make copies of this form as needed. You might have to provide a canceled check if the company requires it.

**For the CHECKING account, complete the following:**  
**Member Name** \_\_\_\_\_  
**Account Number: 379** \_ \_ \_ \_ \_  
(your account number appears on the bottom of your checks)

**For the SAVINGS account, complete the following:**  
**Member Name** \_\_\_\_\_  
**PremierOne Member Number:** \_ \_ \_ \_ \_  
(Member numbers generally contain 4 to 6 numbers & can be found at the top right corner of your statements.)