



York Educational Federal Credit Union

# Switch Kit

Simplify your account transfers to the York Educational Federal Credit Union by using the following worksheet and forms. The first page serves as a worksheet for your personal use. Submit the remaining forms in this kit to the appropriate parties to update your direct deposit and automatic payments, as well as close your old accounts.

### 1. List new accounts at YEF·C·U.

Account Numbers: \_\_\_\_\_  
\_\_\_\_\_

The YEF·C·U Routing Number is 231387466

### 2. Switch payroll direct deposit/automatic deposits.

- Employer deposit
- Government deposit
- Brokerage deposits
- Child support or court-ordered deposits
- Other \_\_\_\_\_

### 3. Switch or stop all automatic payments/withdrawals.

- Insurance
- Mortgage/Rent
- Utilities
- Internet services
- Investments
- Auto
- Telephone
- Cable/Satellite
- Credit cards
- Other \_\_\_\_\_

### 4. Close all other savings, checking and electronic bill pay accounts.

Institution name(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Make sure all outstanding checks, debit transactions and automatic payments and withdrawals have cleared:

Outstanding check payable to:	Check #	Check amount	Date cleared
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### 5. CONSIDERATIONS:

- Refinance auto loan to YEF·C·U
- Refinance mortgage loan to YEF·C·U
- Transfer high-rate credit card balances to YEF·C·U
- Transfer IRA or my old 401(k) to YEF·C·U

Questions? Contact us at 717-843-1153 or [yefcu.org](http://yefcu.org)

# Direct Deposit Request

## Employer Information

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

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

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Name of Employee: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Work Telephone Number: \_\_\_\_\_

## To Whom It May Concern:

You are currently depositing my paycheck to the following account:

Bank Name: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

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

As of \_\_\_\_\_, please start making this automatic deposit into my account at:

**York Educational Federal Credit Union**

**1601 S. Queen St.**

**York, PA 17403-4630**

**Routing Number: 231387466**

**Phone #: 717-843-1153**

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

If you have any questions about this request, please contact me during the

Day  Evening (check one) at \_\_\_\_\_ (phone number).

I authorize the COMPANY (named above) to send my payroll to YEFUCU (York Educational Federal Credit Union) for the purpose of automatically depositing funds to my account designated above and to initiate, if necessary, any debit entries to correct any erroneous credits to my account. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of US Law.

**X**

Signature

Date

# Automatic Payment Request

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

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

City/State/Zip: \_\_\_\_\_

Company Telephone Number: \_\_\_\_\_ Company Fax Number: \_\_\_\_\_

Account Holder's Name: \_\_\_\_\_ Account Number: \_\_\_\_\_

Account Holder's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Work Telephone Number: \_\_\_\_\_

## To Whom It May Concern:

You are currently withdrawing \$ \_\_\_\_\_ (amount) for my  
\_\_\_\_\_ (the nature of the payment) from:

Bank Name: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

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

### (Check one)

As of \_\_\_\_\_ (date), please start making this automatic withdrawal into my account at:

**York Educational Federal Credit Union**  
**1601 S. Queen St.**  
**York, PA 17403-4630**  
**Routing Number: 231387466**

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

As of \_\_\_\_\_ (date), please cancel my automatic withdrawals. I will be using York Educational Federal Credit Union's Electronic Bill Payer to make my monthly payments.

If you have any questions about this request, please contact me during the

Day  Evening (check one) at \_\_\_\_\_ (phone number).

**X**

Signature

Date

Complete and send this form to each company where you have an arrangement for automatic withdrawal. Print one form for each company. Don't forget to change any automatic payments set up with a debit card number.

# Close Account Request

Bank/Other Financial Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

## To Whom It May Concern:

Please consider this an official notice to close my account(s) listed below with your institution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Account Holder: \_\_\_\_\_

Account Holder Social Security Number: \_\_\_\_\_

Please send any remaining funds in the form of a check to me at my address, which is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I will need to verify that all checks and automatic debits have cleared before the account(s) is/are closed. I have already made arrangements to switch any automatic debits and automatic deposits I have associated with this account.

If you have any questions about this request, please contact me during the

Day  Evening (check one) at \_\_\_\_\_ (phone number).

**X**

Account Holder's Signature

Date

Complete and send this form to each financial institution where you have an account you need to close. Destroy and recycle your old checks and destroy your old ATM/Debit card(s).