



Your **MONEY.** *Your* **WAY.**

— **MAKE THE** —
SWITCH

WHAT'S INCLUDED:

- Switch Kit Checklist •
- Automatic Payment and Deposit Checklist •
- Direct Deposit Form •
- Automatic Transfers Form •
- Account Closure Request Letter •



Tongass
Federal Credit Union
Federally insured by NCUA.

AND DON'T FORGET TO
**WALK IN LIKE YOU
OWN THE PLACE
BECAUSE NOW
YOU DO!**

TFCU Switch Kit CHECKLIST



Tongass
Federal Credit Union

Thank you for choosing Tongass Federal Credit Union. We are here to make your transition smooth.

Step 1: Get Organized

- Open a Tongass Federal Credit Union account.
- Bring in your last few statements from your other financial institution(s) and we will help you identify all of your automatic deposits and payments, or do this at home using your online banking. Use the [Automatic Payment and Deposit Checklist](#) to help you stay organized.

**Don't forget other payments that are paid quarterly or annually, such as your PFD, insurance or taxes!*

Step 2: Make the Move!

- Prepare to move your direct deposits by completing the [Direct Deposit form](#).
- Transfer your Social Security direct deposit by visiting www.ssa.gov or calling (800) 772-1213.
- To transfer your PFD visit pfd.alaska.gov.
- Switch your automatic transfers by completing the [Automatic Transfer form](#) using TFCU online Bill Pay, or by contacting the company directly over the phone or using your online account.

Step 3: Close your old account(s)

- Confirm that all pending transactions have cleared your account(s).

**Leave sufficient funds in your account so that pending charges clear without issue.*

- Confirm that all of your automatic payments and deposits have been transferred to TFCU.
- Complete the [Account Closure Request Letter](#) and send it to your former financial institution. *(Some financial institutions may require you to fill out additional forms).* If your account is an interest-bearing account, request to have your accrued interest be paid prior to closing.
- Destroy your old debit card(s) and checks. TFCU is happy to shred these documents for you.

Step 4: Make life more simple with TFCU!

- Consider moving your other accounts and services to TFCU.
- We offer competitive loan rates and deposit rates.
- Ask about our EXCELLENT VISA transfer rate!

Your **MONEY.** *Your* **WAY.**

*We're here to help make your switch easy.
Thanks for choosing Tongass Federal Credit Union!*
(907) 225-9063 • info@tongassfcu.com • tongassfcu.com

Automatic Payment & Deposit CHECKLIST



Tongass
Federal Credit Union

Use this checklist to ensure you don't forget to switch any important deposits or payments to your new TFCU account.

Automatic Payment Checklist

Payment	Company	Account #	Date of Payment
Mortgage / Rent			
Auto Loans			
Insurance			
- Life			
- Home Owner's			
- Car			
- Pet			
- Other			
Credit Cards			
Gas / Oil			
Electric			
Cable / Netflix			
Telephone			
Cell Phone			
Water / Sewer			
Garbage			
Internet Provider			
Health Club			
Investments			
IRA / Retirement			
Charities			
Daycare			
Other			

Automatic Deposit Checklist

Deposit	Company	Account #	Date of Deposit
Employee Payroll			
Pension/Retirement			
Social Security			
Investment Income			
Child Support			
Other			
Telephone			

Remember to update your online accounts and apps with your TFCU debit card!

Apple Pay / Google Pay / Samsung Pay / Amazon / Target / Walmart / Uber / Lyft

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Direct Deposit TRANSFER LETTER



Complete this form for every company initiating a direct deposit to your account. Then give this signed form along with a voided check from your new Tongass Federal Credit Union account to the party making the direct deposit.

New Direct Deposit **Change Existing Direct Deposit**

Company or Employer Information:

Company Name: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone # _____

Your Information:

Name _____ Employee ID#/ Account# _____

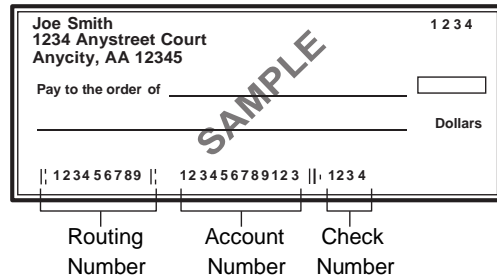
Social Security# _____

Address: _____

City: _____ State: _____ Zip: _____ Phone # _____

Tongass Federal Credit Union Information:

Routing Number: 325272306



Deposit Information:

Note: You can route your direct deposit to more than one account, if your employer allows.

1. Tongass Federal Account Type:

- Checking
- Money Market
- Savings

Account Number: _____

Amount \$ or % (circle one): _____

2. Tongass Federal Account Type:

- Checking
- Money Market
- Savings

Account Number: _____

Amount \$ or % (circle one): _____

I authorize _____ (employer/company) to make deposits to my Tongass Federal Credit Union account(s) as indicated above, and authorize the credit union to accept such deposits.

Your Signature: _____ Date: _____

Automatic Payment FORM



Complete a separate form for each company initiating a withdrawal from your account. You may photocopy this form. Then, give this signed form, along with a voided check from your new Tongass Federal Credit Union account, to the party making the withdrawal.

New Automatic

Change Existing Automatic Payment

Payment Company

Information:

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone # _____

Customer Account Number with Payee/Company: _____

Your Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone # _____

Tongass Federal Credit Union Information:

Routing Number: 325272306

Account Number: _____

Please withdraw funds from my:

Savings Checking

(Per regulation, a fee will be charged for any more than six transactions per month through a savings account.)

Joe Smith		1234
1234 Anystreet Court		
Anycity, AA 12345		
Pay to the order of _____		
_____		Dollars
123456789 123456789123 1234		
Routing Number	Account Number	Check Number

I authorize _____ (company) to make withdrawals from my Tongass Federal Credit Union account(s) as indicated above and I authorize the credit union to process such withdrawals. This authorization will remain in effect until I notify the referenced company in writing to cancel this request.

Your Signature _____ Date _____

Account Closing
AUTHORIZATION LETTER



Date: _____

To: _____ (Financial Institution Name)

From:

Member Information

Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

Accounts:

Account # _____ Checking Savings Money Market Other

Account # _____ Checking Savings Money Market Other

Account # _____ Checking Savings Money Market Other

I hereby authorize the closure of the above listed account(s). Please mail any remaining funds to:

Myself, at the above address.

Tongass Federal Credit Union, 2000 Tongass Ave, Ketchikan, AK 99901

Tongass Federal Credit Union account number to be credited: _____

(Please reference this account number on the enclosed check)

If applicable, please discontinue my Bill Pay services.

If applicable, please cancel my debit card.

Signature

Date

Printed Name