

## Switching is easier *here*.

We know that switching your checking account from *there* to *here* can be time consuming, so we've put together this switch kit to make it as easy as possible. Just follow these simple guidelines and complete the attached forms to:

- Switch Your Direct Deposits
- Switch Your Automatic Payments
- Close Your Old Account

### Switching Direct Deposits

To begin or transfer direct deposits, the following information is needed:

- Employer or deposit initiator's name and address
- Bethpage account number
- Bethpage ACH routing/transit number: 221473652

Typical sources for direct deposit include:

- Employer's human resource department
- Company handling your retirement/pension
- Social Security Administration

Complete the attached "**Direct Deposit Request Form**" form for each organization. Need help? Just stop by any Bethpage branch office and we will be happy to complete and mail the form for you.

### Switching Automatic Withdrawals

Do you have automatic withdrawals or payments made from your old account? This could include payments to:

- Insurance companies (Auto, Home, Life)
- Utility companies
- Telephone (Home, Cell)
- Student Loans
- Credit Cards

To have these payments made from your new Bethpage account, complete the attached "**Automatic Payment Request Form**" for each payee.

1-800-628-7070

[www.bethpagefcu.com](http://www.bethpagefcu.com)

## Transferring Online Banking Payees

Do you use your old bank to pay any bills online via their website? If you do, you'll want to sign up for Bethpage Online Banking and Bill Pay.

- Log on to your old bank's online banking site and select the option to view your payees
- Print the details to use when you set up your Bethpage Bill Pay service
- Cancel recurring payments from your old bank to avoid paying a bill twice

## Closing Your Old Account

First, stop using your old checking account, but keep enough funds in it to cover any outstanding checks, automatic withdrawals, and automatic payments.

Then verify that your last check, automatic withdrawal, and automatic payment has cleared. Once they have you are ready to close your old account by completing the attached **“Close Account Request Form.”**

Need help? Just visit any Bethpage branch office and we will be happy to complete the switch kit forms for you. We'll even mail them for you, free of charge.

If you have any questions, please don't hesitate to call our member service line at 1-800-628-7070.

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## Automatic Payment Request Form

Company Name			
Address	City	State	Zip
Phone		Fax	
Account Holder's Name		Account Number	
Address	City	State	Zip
Home Phone		Work Phone	

### To Whom It May Concern:

You are currently withdrawing \$\_\_\_\_\_ (amount) for my  
\_\_\_\_\_ (what the payment is for) from

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

Routing Number for Institution: \_\_\_\_\_

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

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

Bethpage Federal Credit Union  
Routing Number: 221473652  
Account Number: \_\_\_\_\_

If you have any questions about this request, please contact me at \_\_\_\_\_.

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 number.*

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