



MACCU Switch Kit

MACCU knows it can be inconvenient to change financial institutions. To make the switch to **Members Advantage Community Credit Union** as simple as possible, use the steps and forms we've created for you. Call us at any branch if you need assistance.

- 1.** Open your new account at MACCU
- 2.** Transfer any automatic deposits/withdrawals
- 3.** Close your old account

Barre (802) 479-9411	S. Burlington (802) 862-8184	Springfield (802) 886-8425
White River (802) 295-7805		Windsor (802) 674-2508

I. Open your new account at MACCU

Complete your membership application at any one of our branches listed below. Be prepared with \$5.00 for your share account, and a form of identification with your current address. After your account is opened, you are eligible to benefit from any of our services!

free checking account
free online banking
free online BillPayer
mobile app and mobile deposit
competitive loans
VISA credit cards
home equity lines
...and so much more!

Barre 265 S. Main St. (802) 479-9411	S. Burlington 50 White St. (802) 862-8184	Springfield 383 River St. (802) 886-8425
White River 614 N. Hartland Rd. (802) 295-7805	Windsor 160 Main St. (802) 674-2508	

Make sure to gather your full account number and our routing number, **211690911**, for the following steps.

2. Transfer any automatic deposits/withdrawals

Make a checklist of any direct deposits or automatic withdrawals that come out of your account. Keep in mind some payments may come annually or quarterly, not monthly. Some examples include:

Direct Deposits:

- Social Security Administration
- Payroll from employer
- Pension or retirement pay

Automatic Withdrawals:

- Auto/homeowner insurance
- Cable company/internet service provider
- Cell phone
- Credit card payments
- Investments
- Life insurance
- Mortgage/loan payments
- Utilities (electric, gas, trash)

Complete the *Authorization to Change Direct Deposit* form to switch your direct deposit to your new account at MACCU. If you have multiple sources of direct deposits, print multiple copies of the form to complete one form for each deposit. For Social Security deposits, contact the Social Security Administration directly.

For automatic withdrawals, notify the source of the withdrawal to switch your payment to come from your new account at MACCU by completing the *Authorization to Transfer Automatic Payments*. If you have multiple sources of automatic withdrawals, print multiple copies of the form to complete one form for each withdrawal.

Additionally, consider utilizing MACCU's online *BillPay service* to maintain control of all automatic withdrawals.

3. Close your old account

Ensure that all checks and automatic payments for the current month have cleared from your old checking account and are set up correctly to clear from your MACCU account.

Next, complete the Account Closure form and present it to the financial institution you are leaving.

Destroy any unused checks, deposit slips, or debit/credit cards associated with the account(s) you are closing.

Account Closure Form

Date _____

Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone # _____

Financial Institution _____

Address _____

City _____ State _____ Zip Code _____

To Whom it May Concern:

Please close my account at _____.

Account # _____

Primary Account Holder _____

Joint Account Holder (if Applicable) _____

Mail the balance to my home address above

Send the balance to be deposited in my Savings/Checking Account at:

Members Advantage Community Credit Union | PO Box 745, Barre, VT 05641

MACCU routing number: 211690911

MACCU account number: checking _____ savings _____

Signature _____ Date _____

Authorization to Transfer Automatic Withdrawals

Name _____ Payee _____

Address _____ Address _____

Telephone # _____ Account # _____

To Whom it May Concern:

Please stop my automatic withdrawal

Please redirect my automatic payment to come from my account with:

Members Advantage Community Credit Union | PO Box 745, Barre, VT 05641

MACCU routing number: 2 1 1 6 9 0 9 1 1

MACCU account number: checking _____ savings _____

Signature _____ Date _____

Authorization to Change Direct Deposit

Name _____ Institution _____

Address _____ Address _____

Telephone # _____

To Whom it May Concern:

Please redirect my direct deposit to go to my account with:

Members Advantage Community Credit Union | PO Box 745, Barre, VT 05641

MACCU routing number: 2 1 1 6 9 0 9 1 1

MACCU account number: checking _____ savings _____

Signature _____ Date _____