

## Switch to First Federal



### ***FOLLOW THESE FOUR STEPS -***

***STEP 1:*** Visit our office, and open your new First Federal account with us.

***STEP 2:*** Print this page for reference, along with the Checklist for Automatic Transactions included in this packet.

- Review your old account history to create an inventory of the direct deposits, automatic payments, and bill payments you'll need to switch to First Federal. Be sure to remember any automatic payments from your debit card.
- While completing the checklist, think about which payment method works best and whether you wish to make any changes.

***STEP 3:*** Change your online and recurring deposits and withdrawals.

- While most direct deposit or automatic payments can be changed online or by phone, paper change forms are also included in this information to print.
- Complete and sign one copy of the form for each automatic payment, and send them to the merchants you currently authorize to make automatic payments from your account.
- For your payroll direct deposit, check with your employer's Human Resources department to see if they have their own direct deposit form to use. Otherwise, you can use the Automatic Withdrawal/Direct Deposit Switch Form and give it to your employer.

***STEP 4:*** Close your former account.

- Make sure all checks have cleared and your direct deposits and automatic payments begin posting to your First Federal account.
- We recommend that you call any payees to confirm they have received your requests before closing your previous accounts.
- You may choose to complete and send the Request to Close Account(s) form to your former bank. Some institutions may require additional information.

## Checklist for Automatic Transactions

Direct Deposits: List all direct deposits to your former account(s). Checklist is for your reference only.

Deposit Type	Company or Institution Name	Account Number	Amount	Call made or Form Sent (Yes/No)	Confirmed Completed ✓
Employer Payroll					
Social Security					
Pension/Retirement					
Investment/Brokerage					
Other:					

Automatic Payments: List all withdrawals from your account(s) by reviewing a recent statement.

Withdrawal Type	Biller Name	Current Payment Method: Check/ACH/Debit Card/Online Bill Pay	New Payment Method with First Federal	Call made or Form Sent (Yes/No)	Confirmed Completed ✓
Home Insurance					
Auto Insurance					
Life Insurance					
Electric					
Gas/Oil					
Water					
Phone/Cellular					
Cable/Satellite/Internet					
Memberships					
Auto Loan/Lease					
Mortgage/Rent					
Other Loans					
Credit Cards					
Other:					
Other:					

## Automatic Withdrawal & Direct Deposit Switch Form

To:

From:

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

\_\_\_\_\_  
Your Name

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

\_\_\_\_\_  
Your Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Account Number with your company (if applicable)

To Whom It May Concern,

I have recently changed financial institutions and I am authorizing you to have my transactions now redirected to my new account at First Federal Savings & Loan Association in Van Wert, Ohio. Please discontinue transactions from my old account and begin using my new First Federal account immediately.

\_\_\_\_\_  
New First Federal Account Number (10-digit)

First Federal Routing & Transit Number: **241271928**

- To ensure accuracy, a voided check may be attached from my new First Federal Account.

Account Type:  Checking  Savings

Thank you.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Daytime Phone #

## Request to Close Account(s)

To:

From:

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

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Financial Institution Address

\_\_\_\_\_  
Your Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

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To Whom It May Concern,

Please accept this letter as written authorization to close the following account(s) at your financial institution. All outstanding transactions have cleared and electronic deposits and withdrawals have been discontinued.

Please issue a check for any remaining balance and mail it to my attention at the above address.

\_\_\_\_\_  
Account Name

\_\_\_\_\_  
Account Address

\_\_\_\_\_  
City State Zip

Please close the following account(s):

\_\_\_\_\_  Checking  Savings  
Account Number

\_\_\_\_\_  Checking  Savings  
Account Number

\_\_\_\_\_  Checking  Savings  
Account Number

Please contact me at ( ) \_\_\_\_\_ if you should have any questions. Thank you.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed): \_\_\_\_\_