

# Switch Kit - "To Do" List

We'll help you switch all your accounts to Park City Credit Union, right here - right now! Simply use this handy "To Do" list to help you make the switch - and remember the online Bill Pay option!

- 1) Always have handy these 2 important numbers for making the switch:

Routing Number: 291580614

Account Number: \_\_\_\_\_ (Note: Savings accounts have a 9 digit account number and checking accounts have a 14 digit account number.)

- 2) Switch direct deposits coming in to your account. Contact "Payroll" of the depositing company to find out how they prefer this change to be made. If a written notice other than their own form is required, the "Authorization to Change Direct Deposit" will provide the necessary information. Deposits to switch may include:

- |   |  |
|---|--|
| <input type="checkbox"/> Employer deposit               | <input type="checkbox"/> Brokerage deposits                      |
| <input type="checkbox"/> Government deposit             | <input type="checkbox"/> Child support or court-ordered deposits |
| <input type="checkbox"/> Social Security Administration | <input type="checkbox"/> Other _____                             |

- 3) Switch automatic payments going from your account using the "Authorization to Change Automatic Withdrawal" form. (Some companies may require their own forms, but this notification will prompt them to provide that.) For this step, you may want to consider changing to online bill-pay instead of automatic withdrawal. With online bill-pay, it's easy for you to change the date and amount of every payment. Here are some common auto-withdrawals to change:

- |   |   |
|---|---|
| <input type="checkbox"/> Rent/Mortgage (consider a Re-Fi) | <input type="checkbox"/> Internet Service                         |
| <input type="checkbox"/> Auto (consider refinancing)      | <input type="checkbox"/> Credit Cards (Consolidate and save)      |
| <input type="checkbox"/> Utilities: _Electric_Gas _Water  | <input type="checkbox"/> Club/Membership Dues                     |
| <input type="checkbox"/> Landline Telephone               | <input type="checkbox"/> Investments (Ask about PCCU Investments) |
| <input type="checkbox"/> Wireless Telephone               | <input type="checkbox"/> Association fees                         |
| <input type="checkbox"/> Cable/Satellite TV               | <input type="checkbox"/> Other _____                              |

- 4) Close old checking, savings and bill-pay accounts using form entitled, "Please Close My Account". Check institutions off your list as they're notified. (Be sure checks have cleared.)

<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

We'll be glad to help you make the switch. If you have any questions, feel free to stop in, chat online at [www.parkcitycu.org](http://www.parkcitycu.org), or call us at any branch and press "0 for Member Relations. When you do, ask about refinance opportunities, or home equity loans, as well.



Merrill, Tomahawk, Minocqua, Rhinelander  
Phone: 715-536-8351 Fax: 715-536-9063

# Authorization to Change Direct Deposit

Instructions: Fill in, print, sign, then fax or mail one of these forms to each company that is currently making direct deposits to your old account.

## To:

Name of company that makes direct deposit: \_\_\_\_\_

ATTENTION: PAYROLL

Regarding employee/agent/member number: \_\_\_\_\_

IMPORTANT: I have opened a new account at Park City Credit Union. Please direct my

Existing Direct Deposit

New Direct Deposit

to my new Park City Credit Union account. My account number is: \_\_\_\_\_

The type of account is :                      Checking                      Savings

The Park City Credit Union routing number is: **291580614**

## From:

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

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

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

Phone Number: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

(signature)

If you are unable to accept this form, please mail your authorization form to me at the above address. If you have any questions about this request, please contact me at the above phone number.



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# Authorization to Change Automatic Withdrawal

Instructions: Fill in, print, sign, then fax or mail one of these forms to each company that is currently making automatic withdrawals from your old account.

Today's Date: \_\_\_\_\_

Name of company that makes automatic withdrawal: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

To whom it may concern:

You are currently withdrawing: \$ \_\_\_\_\_ (amount) on a (how often) \_\_\_\_\_ basis  
for my \_\_\_\_\_ (what payment is for) from:

Old Financial Institution: \_\_\_\_\_

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

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

or

Card Number: \_\_\_\_\_

Please DISCONTINUE withdrawals from the above account and (check one)

Begin withdrawals from my account at

Park City Credit Union  
PO Box 770  
Merrill, WI 54452

**Routing Number: 291580614**

Account Number: \_\_\_\_\_ Savings or Checking

Note that I will use Park City Credit Union's Bill Pay service to make future payments.

If you have any questions about this request, please contact me at this phone number:

\_\_\_\_\_

Thank you,

\_\_\_\_\_  
(signature)

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

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

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



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\_\_\_\_\_  
Today's Date

# Please Close My Account

\_\_\_\_\_  
Financial Institution where account is to be closed

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
Fax Number

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

Effective \_\_\_\_\_ please close the above listed account(s) and send a check, payable to the

Park City Credit Union  
Attn: Member Relations  
PO Box 770  
Merrill, WI 54452

\_\_\_\_\_ on the check.  
If you have any questions regarding this request, please call me at the phone number below.

Thank you,

\_\_\_\_\_  
Signature (Member)

\_\_\_\_\_  
Name (print or type)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

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

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



**park city**  
CREDIT UNION

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