

Switch Kit Checklist

Open your membership and checking account at MEMBERS1st. You may do this by visiting any of our branch locations or by completing an online membership application at members1st.com

Verify that all checks, debit card transactions, and scheduled bill payments have cleared your previous checking account.

Make certain funds are available in your previous account to cover any automatic payments, checks and check card transactions that may still be withdrawn.

Complete the Direct Deposit Change Request Form to send written notice to companies with which you have direct deposit (employer, government deposits, pension, transfers from other financial institutions, investment dividends, child support or court issued deposits, etc.) notifying them that you want to switch your direct deposits to your new MEMBERS1st account.

Complete the Direct Deposit Enrollment Form to set-up direct deposits with any new companies or individuals. To change Social Security deposits, visit www.ssa.gov/deposit/howtosign.htm or call the Social Security Administration at 1-800-772-1213. MEMBERS1st's Routing Number is 273975331.

Complete the Authorization for Automatic Payment Transfer Form to send written notice to companies that automatically take payments from your checking (utilities, mortgage, insurance, brokerage, credit cards, internet service providers, transfers to banks, child support or court issued payments) notifying them that you are closing the account.

Complete the Authorization for Automatic Payment Transfer Form to add notification of your new account if you wish to continue automatic payments at MEMBERS1st.

Complete the Authorization for Automatic Payment Form to add new automatic payments.

Contact companies that take payments from your previous checking accounts using a debit card (iTunes®, Hulu®, Xbox Live®, for example). Change your payment information to your new MEMBERS1st account.

Verify your direct deposits and automatic payments have begun posting to your new account.

Complete the Account Closing Request Form and send it to your previous financial institution informing them of your account closing.

