



It's EASY to switch your
Checking account to:
KIT Federal Credit Union

Our goal is to make switching your accounts as quick
and easy as possible.

Step One: Gather Information

Review your account statements to identify all forms of automatic payments to and withdrawals from your former account. You may want to review several past statements as some companies may withdraw funds quarterly.
Have your account information on hand:

New Credit Union Name: **KIT Federal Credit Union**

New Routing Number: **283079175**

New Account Number: _____

Old Financial Institution Name: _____

Old Routing Number: _____

Old Account Number: _____

(The financial institution's routing number is the first 9 numbers printed on the bottom of your checks. If you don't have checks, contact your financial institution.)

Step Two: Transfer Direct Deposits

Direct Deposit makes it possible for your paycheck, Social Security payments, and other checks to be deposited directly into your account(s). Direct deposit ensures your funds are available without making an extra trip into the Credit Union to deposit your checks.

Direct Deposit(s)

Employer Deposit / Paycheck Social Security Benefits

Government Checks / Tax Refund Child Support

Pension Benefits Other: _____

Complete and mail the Direct Deposit Authorization form to each company or organization that deposits money into your account and notify them of your new account number(s).

For direct deposit of Social Security benefits, call the Social Security Administration at 1-800-772-1213. You will need to provide them with the routing and account numbers associated with your new KIT Federal Credit Union account.

Please note that many companies that make direct deposits to your account may require a voided check. To void a check, simply write VOID in large letters across the entire face of a blank check.

Step Three: Change Automatic Withdrawals

Review past account statements and make a list of all the companies or organizations that are automatically deducting payments from your account. Contact the companies or organizations and notify them of your new KIT Federal Credit Union account.

- Insurance Investments Internet Services
 Mortgage/Rent Auto Loans Electric Bill
 Telephone/Cell Phone Credit Cards
 Cable/Satellite Gas Bill Water Bill
 Clubs/Associations Other: _____

In many cases you can change your billing information online or by phone. To change automatic payments by mail, use the Authorization to Change Automatic Payment form.

Outstanding check payable to:	Outstanding Check number	Outstanding Amount	Date Cleared

Financial Institution	Type of Account	Date Closed
_____	_____	_____
_____	_____	_____

Complete an Authorization to Close Account form to close your old account and have the remaining balance transferred to your KIT Federal Credit Union account. Please let us know if you would like us to assist you with the closing of your old account by notarizing and mailing the form for you.

KIT Federal Credit Union Direct Deposit Authorization

Account Holder Return Address and
Daytime Phone Number

Date: _____

Employer Name Mailing Address and
Phone Number

Dear: _____:

You are currently depositing:

____ My entire paycheck ____ Part of my paycheck \$ __ (amt)

To the following account:

Financial institution Name _____

Routing Number _____

Account Number _____

Effective _____ please stop making deposits to the above account and instead send them to:

New Credit Union Name: **KIT Federal Credit Union**

New Routing Number: **283079175**

New Account Number:

I hereby authorize my employer or the addressee to initiate entries to my account as indicated above. The authorization is to remain in effect until the company has received written notice from me. I understand I am responsible for the validity of the information on this form.

Signature _____ Date _____

I have included the following information you may need to process this request:

____ My social security number _____

____ A voided check or Account Verification Form

KIT Federal Credit Union Direct Deposit Authorization

Account Holder Return Address and
Daytime Phone Number

Date: _____

Employer Name Mailing Address and
Phone Number

Dear: _____:

You are currently depositing:

____ My entire paycheck ____ Part of my paycheck \$ __ (amt)

To the following account:

Financial institution Name _____

Routing Number _____

Account Number _____

Effective _____ please stop making deposits to the above account and instead send them to:

New Credit Union Name: **KIT Federal Credit Union**

New Routing Number: **283079175**

New Account Number:

I hereby authorize my employer or the addressee to initiate entries to my account as indicated above. The authorization is to remain in effect until the company has received written notice from me. I understand I am responsible for the validity of the information on this form.

Signature _____ Date _____

I have included the following information you may need to process this request:

____ My social security number _____

____ A voided check or Account Verification Form

KIT Federal Credit Union Cancel Automatic Payment Form

Account Holder Return Address and
Daytime Phone Number

Date: _____

Business Name, Mailing Address
And Phone Number

Dear _____:

My account number with your company is _____. You are currently
withdrawing \$_____ (amount) to pay for _____ on _____(date)
from the following account:

Financial Institution Name _____
Routing Number _____
Account Number _____

Effective _____; please stop making withdrawals to the above account. Please
cancel all automatic withdrawals. I will use bill pay or send you a check for future
payments.

Please contact me at the above phone number if you have any question regarding
this request.

Signature _____ Date _____

KIT Federal Credit Union Change Automatic Payment Form

Account Holder Return Address and
Daytime Phone Number

Date: _____

Business Name, Mailing Address
And Phone Number

Dear _____:

My account number with your company is _____. You are currently withdrawing \$_____ (amount) to pay for _____ on _____(date) from the following account:

Financial Institution Name _____
Routing Number _____
Account Number _____

Effective _____; please stop making withdrawals to the above account and instead please start making automatic withdrawals from my new account:

New Credit Union Name: **KIT Federal Credit Union**

New Routing Number: **283079175**

New Account Number: _____--

Signature _____ Date _____

I have included the following information you may need to process this request:

____ My social security number _____

____ A voided check

Authorization to Close Account Form

Account Holder Return Address and daytime Phone Number

Financial Institution Name, Mailing Address, and Phone Number

To Whom It May Concern:

Effective _____, please close my account:

Account number(s): _____

Account Name: _____

Please send my remaining balance:

_____ to me at the above address

_____ to KIT Federal Credit Union at the address below;

KIT Federal Credit Union
9711 Linn Station Road
Louisville KY 40223

Please contact me at the above phone number if you have any questions regarding this request:

Signature: _____ Date: _____

Print Name: _____ -