

# Switch *Kit*

See the light and  
make the switch

Make us your number ONE.



843 40<sup>th</sup> Ave NE Columbia Heights, MN 55421  
11465 Robinson Dr. Coon Rapids, MN 55433  
10210 Baltimore St NE Blaine, MN 55449

763-404-7600

[www.FinancialOneCU.com](http://www.FinancialOneCU.com)

email:msr@FinancialOneCU.com

## ***Switching your checking account to Financial One can be Quick & Easy***

Our goal is to make switching your checking account as quick and easy as possible!

Follow the guide and these tips for a smooth transition. If you have any questions or need assistance, visit us at any of our locations, email us at [msr@FinancialOneCU.com](mailto:msr@FinancialOneCU.com) or call us at 763.404.7600.



### ***Step 1 Open your new checking account at Financial One***

Open your new checking account by visiting any of our locations or you can apply online at [www.FinancialOneCU.com](http://www.FinancialOneCU.com)

Once your new account is opened, you can begin transferring your services to your new account.



### ***Step 2 Use our optional line of credit to temporarily cover checks on your new Account***

Qualify for a line of credit to help cover checks, withdrawals and other items while your making the switch to your new ONE checking account. You'll pay just pennies in interest during that period of time and prevent any possible overdrafts.

There's no annual fee, payments are affordable and the account is easy to access.



### ***Step 3 Stop using your old account at the other financial Institution.***

Allow all outstanding checks, debits, and other deductions to clear the account. This will usually take about 10 days, but it could take longer. Be sure to reconcile your account to assure that all items have cleared.



### ***Step 4 Switch your Direct Deposit's and Automatic Payments***

Review at least three months worth of your checking statements and/or billing statements to locate all of your automatic deposit and payment sources. Use the enclosed **Deposit & Payment Checklist** to list your automatic deposits and payments.

Complete and mail the following enclosed form letters as needed:



**Direct Deposit Change Request Letter** - to instruct the proper organizations to send your direct deposits to Financial One Credit Union.



**Automatic Payment Change Request Letter** - to instruct businesses to switch your automatic payments to Financial One Credit Union.

## Deposit and Payment Change Checklist

As you "Make the Switch" to your Financial One Credit Union CHECKING ACCOUNT, we want to make sure that do not miss updating any automatic deposits or payments. Use this form to list company names, addresses, account numbers, etc. Many of the changes can be made right over the phone, without using any forms. Use the enclosed form letters when written requests are required.

### Important Information You May Need To Know To Switch Your Accounts

- |   |                              |
|---|------------------------------|
| 1. Financial institution: Financial One Credit Union              | 3. Routing Number: 291073503 |
| 2. Address: 843 40 <sup>th</sup> Ave NE Columbia Height, MN 55421 | 4. Your new account # _____  |

#### Direct Deposits

- Payroll
- Social Security - Download and fill out the form at this web site:  
[www.ssa.gov/deposit/1199a.pdf](http://www.ssa.gov/deposit/1199a.pdf) or call 800-772-1213.
- Government \_\_\_\_\_
- Retirement \_\_\_\_\_
- Investments \_\_\_\_\_



#### Automatic Withdrawals

- Mortgage \_\_\_\_\_
- Auto Loan \_\_\_\_\_
- Health Insurance \_\_\_\_\_
- Life Insurance \_\_\_\_\_
- Car Insurance \_\_\_\_\_
- Credit Card \_\_\_\_\_
- Utilities \_\_\_\_\_
- Cable TV \_\_\_\_\_
- Telephone \_\_\_\_\_
- Cell Phone \_\_\_\_\_
- Health Club \_\_\_\_\_
- Investments \_\_\_\_\_
- Charitable Donations \_\_\_\_\_

#### Common payee contacts:

- Xcel Energy 1-800-895-4999
- Center point Energy 1-800-245-2377
- Comcast 1-800-266-2278

# Direct Deposit Change Request

To Whom It May Concern:

Please accept this letter as my authorization to transfer my direct deposit to Financial One Credit Union, effective \_\_\_\_\_.

Financial One Credit Union/ABA Number is **291073503**

Credit Union phone: 763-404-7600

*Checking* account number at the credit union: \_\_\_\_\_

*Savings* account number at the credit union: \_\_\_\_\_

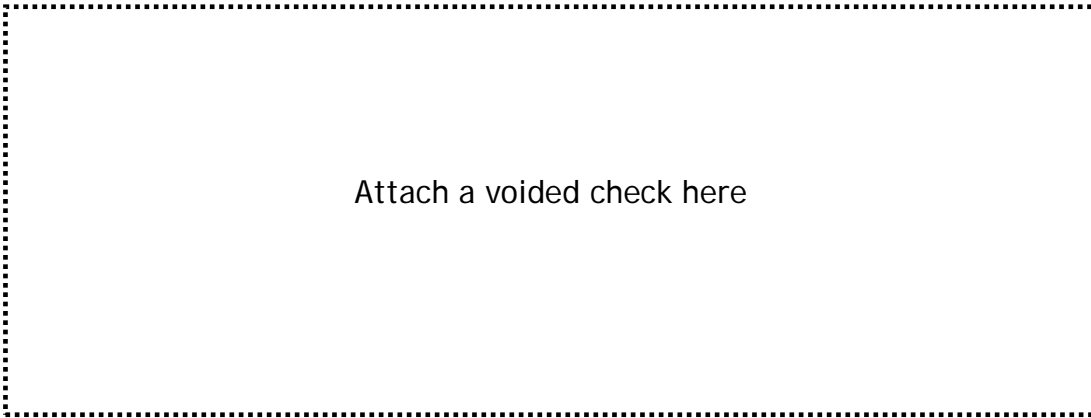
If you have any questions, please call me at

Home \_\_\_\_\_

Work \_\_\_\_\_

My Name \_\_\_\_\_

Signature \_\_\_\_\_



Attach a voided check here

Thank you.

*This information has been verified by an employee of the credit union.*

# Request to Close Checking Account

To Whom It May Concern:

Please accept this letter as my authorization to close my checking account number \_\_\_\_\_, effective immediately.

Please send a check for all remaining funds.

Thank you for your prompt response.

If you have any questions, please call me at

Home \_\_\_\_\_

Work \_\_\_\_\_

My Name \_\_\_\_\_

Signature \_\_\_\_\_

# Automatic Payment Change Request

## New Financial Institution Information

Financial One Credit Union/ABA Number is 291073503

*Checking* account number at the credit union: \_\_\_\_\_

*Savings* account number at the credit union: \_\_\_\_\_

Credit Union phone: 763-404-7600

## Old Financial Institution Information

*This information is no longer valid.*

Name \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

If you have any questions, please call me at

Home \_\_\_\_\_

Work \_\_\_\_\_

My Name \_\_\_\_\_

Signature \_\_\_\_\_

Thank you.

# What's *Next*

*We're here to get you there, so if there's anything we can do to help please call us at 763-404-7600 or email [msr@FinancialOneCU.com](mailto:msr@FinancialOneCU.com)*

Get your friends and family to join Financial One and you'll both earn \$25 when they open a new checking account with a debit card and direct deposit.\*

I was referred by: \_\_\_\_\_ Phone number: \_\_\_\_\_

Start referring today!



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\*Other restrictions may apply. New account is subject to approval. Referring party must be a current Financial One member. Referred party cannot be a current member. New checking account must have at least 5 transactions within 30 days of opening, including at least 1 direct deposit. Coupon must be presented to the member service representative for credit.