



Leominster Credit Union
You're somebody.

QUICK SWITCH CHECKLIST

CONTACT US WITH ANY QUESTIONS

CALL 800-649-4646

OR 978-537-8021

OR ON

Leominstercu.com

- Have your LCU account numbers ready when completing the authorization forms:**

Account Number (Checking): _____

Account Number (Savings): _____

Leominster Credit Union Routing number is: **211383736**

- Verify that all checks, debit card transactions, and scheduled bill payments have cleared your old checking account.
- Make certain that funds are available in your old account to cover any automatic payments, checks, and debit card transactions that may still be withdrawn. Check maturity dates on Certificates of Deposit if transferring in order to avoid early withdrawal penalties.

- To switch direct deposit/automatic deposits use the *Direct Deposit Change Authorization Form*:**

Send written notices to companies with which you have direct deposit to notify them that you want to switch your direct deposits to your new LCU account:

- Employer deposit Government deposits Pension
- Investment dividends Transfers from other financial institutions
- Child support or court-issued deposits Other

- To switch automatic payments/withdrawals use the *Automatic Payments Change Authorization Form*:**

Send written notices to companies that automatically take payments from your checking account to notify them that you are closing the account:

- Utilities Mortgage Insurance Credit cards
- Internet service provider Brokerage Health Club/Membership
- Child support or court issued payments Charities

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

- Authorization to Close Existing Account Form**

Send written notice to your old financial institution informing them you are closing your account.



Equal Opportunity Lender