



Switch Kit Checklist

Print out the checklist and mark off items as you complete them.

- Open your account (savings and checking) at LOC Federal Credit Union. You can do this by completing a membership application online or by visiting any of our branch offices.
- Review your current account and make a list of direct deposits, automatic withdrawals and scheduled bill payments clearing your old checking account.
- Check maturity dates when transferring Certificates of Deposit so that you avoid any possible penalties for early withdrawals.
- Use the Switch Deposits/ Payments Form to send written notice to your direct deposit providers such as payroll, social security, annuities, etc. asking them to switch your direct deposits to LOC and providing your new account information.
- Use the Switch Deposits/ Payments Form to send written notice to companies that automatically take payments from your account such as utilities, mortgage, brokerage, credit cards, insurance, etc., asking them to switch your automatic payments to LOC and providing your new account information.
- Give the companies time to make the change. Make certain that there are funds available in your old account to cover any automatic payments, checks, and check card transactions that may still be outstanding.
- Once all direct deposits and automatic payments have been moved to your LOC account, send a written notice to your old financial institution asking them to close your old account using the Switch Account Form.

Please feel free to contact us at 800-837-4562 with any questions; an LOC Representative will gladly assist you in filling out these forms and help make the transition easy.