



Switch Kits

Let us help you switch your accounts to Romney Federal Credit Union!

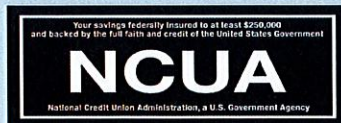
1. Open your new RFCU Draft Account with our New Account Representative!
2. Switch your direct deposit to your new checking account by sending your employer the **Direct Deposit Change Request**.
 - A. You can set up your social security Benefits by visiting GoDirect.gov or calling the Social Security Administration at 800-333-1795
3. Stop using your old checking account and allow outstanding payments and checks to clear the account.
4. Change your automatic payments using the **Automatic Payment Change Request** or sign into your online account and switch the account information. Remember to switch payments that come through your debit card also!
5. When all your pending payments have cleared your old account and your automatic payments have cleared your new RFCU Draft Account, close your old Account using the **Account Closing Authorization Form**.

Track your steps!

- Open your New RFCU Account!**
- Sign up for Online Banking, Bill Pay, and E-statements.**
- Verify there are enough funds in your old account to cover outstanding payments.**
- Transfer any automatic debit card payments to your New RFCU debit card.**
- Contact your direct deposit providers to alert them of your new account!**
- Confirm all credits and debits have cleared your old account.**
- Confirm all automatic payments have cleared your new RFCU account**
- Close your old account by sending written notice to your financial institution.**

Questions or Concerns!?

Stop by or call us at
304-822-3116 and
we will help you!!



**Direct Deposit Change
Request Form**

Company Information:

Name *Date*

Address

City, State, Zip *Phone*

Individual Information:

Name *Date*

Address

City, State, Zip *Phone*

I have closed account number _____ at _____, and hereby authorize the transfer of y direct deposit to my new bank, Romney Federal Credit Union, and submit this letter as written notification.

Deposit Instructions:

Financial Institution: Romney Federal Credit Union

Routing Number: 252279414

- Deposit the entire amount into account number _____
- Deposit \$ _____ into account number _____, and the remainder into account number _____.

I authorize:

- The above listed entity to initiate deposit of my funds to my RFCU account(s)
- RFCU to credit entries to my account
- The notice to remain in effect until I send written notice of change or cancellation

(Signature) (Date)

(Printed Name)



Romney Federal
Credit Union

62 W MAIN STREET
ROMNEY, WY 26757
304-822-3116

Automatic Payment Change Request Form

Customer Information:

Name *Date*

Address

City, State, Zip *Phone*

Vendor/Payee Information (Complete as much as possible)

Name *Account Number*

Address

City, State, Zip *Phone*

New Bank Information

Financial Institution: Romney Federal Credit Union

Routing Number: 252279414

Account Number: _____

- Checking**
- Savings**

Effective immediately, I authorize the above referenced Vendor/ Payee and RFCU to initiate entries into my RFCU account. This authorization will remain in effect until I notify the referenced vendor in writing to cancel this request within a reasonable amount of time.

(Signature) (Date)

(Printed Name)



Account Closing Authorization Form

To: _____

From: _____ (Name)

_____ (Address)

_____ (City, State, Zip)

_____ (Phone Number)

Accounts:

Account Number: _____ (Circle one, Checking Saving Other)

Account Number: _____ (Circle one, Checking Saving Other)

Account Number: _____ (Circle one, Checking Saving Other)

I hereby authorize the above listed account(s) be closed. Please mail any remaining funds in these accounts to:

Me, at the above listed address

Romney Federal Credit Union

Attn: Customer Service

62 West Main Street

Romney WV 26757

RFCU Account Number to be credited: _____

Primary Account Holder Signature: _____ Date: _____

Printed Name: _____

Joint Account Holder Signature: _____ Date: _____

Printed Name: _____