

ACCOMPLISH GREAT THINGS

with Downriver CU's 3-Step Simple Switch Kit!




DOWNRIVER
COMMUNITY
FEDERAL CREDIT UNION



3-Step Simple Switch Kit

Opening a new account shouldn't be complicated, so we've put together a simple package of documents that will help you make the transition to Downriver CU as smooth as possible. Please take the time to review and complete these documents *prior to closing your old account*, and remember, *we're here to help at any step along the way!*

Step 1:

Open a Downriver CU Savings and Checking Account. *This can be accomplished by visiting any of our current branch locations or by opening an account right on our website at DownriverCU.com!*

Step 2:

Move all existing electronic authorizations to your new Downriver CU account

Complete a "Request to Change Direct Deposit" form for any current direct deposits to your account.

Deposit Type	Company Name	Account #	Amount
Employer Payroll			
Social Security			
Pension/Retirement			
Investment/Brokerage			

Complete an "Updated Automatic Payment Information" form for any of your current automatic payments.

Deposit Type	Company Name	Account #	Amount	Due Date
Mortgage/Rent				
Gas				
Electric				
Water				
Cable/Internet				
Life Insurance				
Auto Loan Payment				
Home/Auto Insurance				

*Enroll in Downriver CU's **Virtual Branch Online Banking** and begin setting up "Payees". Gather information on all payments from your previous financial institution. We recommend printing a copy of the payees from your previous online banking service to assist you in this process.*

Step 3:

Complete a "Request to Close Account" to send to your previous financial institution. *Be sure that you have verified that all checks, deposits, automatic payments, debit card transactions, and ATM withdrawals have cleared your account before completing this step.*

If you have any questions, please give us a call...our entire team is here to help! Thank you for your business!

**ACCOMPLISH
GREAT THINGS**

313-386-2200 • DownriverCU.com



Request to Change Direct Deposit

Employer or Company sending the direct deposit:

NAME		
ADDRESS		
CITY	STATE	ZIP

To whom it may concern,

I have recently moved my accounts to a new financial institution. Please stop any deposits to my old account and send all future direct deposits to the following account(s):

Downriver Community Federal Credit Union
 15261 Trenton Road
 Southgate, MI 48195
 Routing # 272479715

Account # _____ Checking Savings
 Account # _____ Checking Savings

SIGNATURE		DATE
PRINTED NAME		
ADDRESS		
CITY	STATE	ZIP
TELEPHONE		

Please allocate the deposit(s) in the following manner:

DEPOSIT: Total Amount \$ _____ into the first account listed above.
 DEPOSIT: Total Amount \$ _____ into the second account listed above.

Please attach a voided check with this letter.



Updated Automatic Payment Information

Company *receiving* automatic payments:

NAME		
ADDRESS		
CITY	STATE	ZIP
ACCOUNT NUMBER		

To whom it may concern,

I have recently moved my accounts to a new financial institution. Please stop my automatic payment from my old account and begin withdrawing from my new account listed below:

Downriver Community Federal Credit Union
15261 Trenton Road
Southgate, MI 48195
Routing # 272479715
Account # _____

SIGNATURE	DATE	
PRINTED NAME		
ADDRESS		
CITY	STATE	ZIP
TELEPHONE		



Request to Close Account

Financial Institution Information:

NAME		
ADDRESS		
CITY	STATE	ZIP

To whom it may concern,

Please accept this letter as my authorization to close the account(s) listed below effective on

_____:

Account Number	Account Type	Account Owner Name(s)

Please send all remaining balance(s) along with all accrued interest (if applicable) via cashier’s check or electronic transfer to the following address:

Downriver Community Federal Credit Union
 15261 Trenton Road
 Southgate, MI 48195
 Routing # 272479715

Account # _____ Checking Savings

SIGNATURE/PRIMARY:	PRINTED NAME	DATE
SIGNATURE/SECONDARY:	PRINTED NAME	DATE

ADDRESS		
CITY	STATE	ZIP

TELEPHONE
