



# Checking Account Switch Kit



We so glad you've chosen to make the switch over Piedmont Credit Union! Here in this "switch kit" you will find all the tools needed to make the switch to using Piedmont Credit Union smooth and easy! There's even a simple checklist to help guide you through the process. If you ever have questions don't hesitate to give us a call. You are welcomed and encouraged to make as many copies of any part of this Switch Kit as needed.

## Checklist

- Open Piedmont CU Shares & Share Draft Account (That's what we call Savings & Checking.)
- Choose and order my new checks & debit card.
- Signup for NetBranch and Online Billpay.
- Setup my bill & transfers on Piedmont CU Online Billpay. (No need for actual payments yet, just getting them set up.)
- Switch my Direct Deposits over to my new Piedmont CU account. (A list of other common direct deposits is on the next page of this checklist.)
- Switch Automatic Withdrawals to my new Piedmont CU Account. (You can cancel this type of transaction if you want to now start sending payments using Online Billpay. A list of common automatic withdrawals is on the next page of this checklist.)
- Activate my new debit card.
- Start enjoying all the great features of a Piedmont CU share draft checking account.
- Make sure all checks and debits have cleared my old account.
- Close my old account.

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### My New Account Information

PCU Routing and Transit number: **251480453**

PCU Share Draft Checking Account Number \_\_\_\_\_ (Can be found on your **new** checks)

[www.piedmontcu.org](http://www.piedmontcu.org)

Tel: 434.797.1954 Fax: 434.793-5045

366 Piney Forest

Danville, VA 24540

# **Common Bills, Automatic Withdrawals, and Deposits**

Listed below are common automatic withdrawals and deposits. Be sure not to overlook any automatic transactions coming from your old account.

You may also want to use this checklist in setting up your Online Billpay. Setting up Billpay accounts is easy. When you logon to Online Billpay ,just enter in the address and account number from your bill. Most common bills are already saved in our Billpay database.

## **Utilities**

- Electricity
- Water
- Gas
- Telephone
- Mobile Phone
- Internet
- Cable TV
- Other\_\_\_\_\_
- Other\_\_\_\_\_

## **Financial**

- Mortgage / Rent
- Car Loans
- Leases
- Credit Cards
- Home Equity Line
- Store Accounts
- Other\_\_\_\_\_
- Other\_\_\_\_\_
- Other\_\_\_\_\_
- Other\_\_\_\_\_

## **Insurance**

- Auto
- Homeowners
- Life
- Health
- Dental
- Vision
- Other\_\_\_\_\_
- Other\_\_\_\_\_

## **Publications**

- Newspaper
- Magazines
- Other Subscriptions
- Online Subscriptions
- Other\_\_\_\_\_
- Other\_\_\_\_\_

## **Other**

- Charitable Donations
- Club Membership
- Association Dues
- Medical Bills
- Other\_\_\_\_\_
- Other\_\_\_\_\_

## **Deposits to your account**

- Direct Deposit / Payroll
- Social Security / Pension
- Child Support
- Stock or Investment Dividends
- Insurance Settlement Deposits
- Other\_\_\_\_\_
- Other\_\_\_\_\_



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Close Old Account

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Institution Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

To whom it may concern:

Please close my Account \_\_\_\_\_ (account number), and send a check for any remaining balance to me at the address listed below.

If you have any questions concerning this request, please contact me at \_\_\_\_\_(phone number).

Thank you.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Joint Owner Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Joint Owner Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip



Switch Direct Deposit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer Name or Depositor Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

At this time you are depositing my entire paycheck/part of my paycheck (circle one) to the following account:

Old Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Please cease any deposit to the above account and redirect them to the following account with Piedmont Credit Union.

Piedmont Credit Union

Routing Number: 251480453

New Account Number: \_\_\_\_\_

If you have any questions concerning this request, please contact me at \_\_\_\_\_(phone number). If you require any additional forms to be filled out please contact me as soon as possible so that I might complete this request.

Thank you.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip



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Switch Automatic Withdrawals

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of company making withdrawal

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

To whom it may concern:

You are currently making automatic withdrawals from my account. I have switched accounts and would like you to do the same so that no interruption in my payment occurs. Please stop making withdrawals from this account:

Old Financial Institution: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Please begin making the withdrawals from the following new account:

Piedmont Credit Union

Routing Number: 251480453

New Account Number: \_\_\_\_\_

If you have any questions concerning this request, please contact me at \_\_\_\_\_(phone number). If you require any additional forms to be filled out please contact me as soon as possible so that I might complete this request.

Thank you.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

