

**FIRST UNITED CREDIT UNION**

3140 Ivanrest Ave SW  
Grandville MI 49418-1445  
Toll Free: 866-255-1004  
Fax: 616-532-9196  
Email: [info@FirstUnitedCU.org](mailto:info@FirstUnitedCU.org)



**FIRST UNITED**  
CREDIT UNION

**CHECKING ACCOUNT SWITCH KIT**

It's never been easier to make the switch to First United Credit Union! You can move accounts and transfer balances from other financial institutions to First United in just a few easy steps.

**I'M READY TO SWITCH AND SAVE!**

**DIRECT DEPOSIT AUTHORIZATION**

**I hereby authorize my direct deposit to be sent to my First United CU account, Routing Number 272480775.**

Please make this change effective as of:

\_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

First United CU Account Number: \_\_\_\_\_

Previous Financial Institution: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**ACCOUNT CLOSURE AUTHORIZATION**

I hereby authorize the closure of my account(s). I have verified all my outstanding checks have cleared (if applicable) and all previous direct deposits and automatic payments have been stopped.

Previous Financial Institution: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Joint Owner (if applicable): \_\_\_\_\_

**Please Mail Balances to:** First United CU, 3140 Ivanrest Ave SW, Grandville MI 49418-1445

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**State of Michigan**

**County of** \_\_\_\_\_

On \_\_\_\_\_, before me, \_\_\_\_\_

Personally appeared \_\_\_\_\_,

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity (ies), and that by his/her/their signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of Michigan that the foregoing paragraph is true and correct.

**WITNESS my hand and official seal.**

Signature \_\_\_\_\_ (SEAL)

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**AUTOMATIC PAYMENT NOTICE**

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

**I hereby authorize you to redirect future automated payments to my new First United CU checking account. I have attached a copy of a new voided check for reference. Please make this change effective as of:**

\_\_\_\_/\_\_\_\_/\_\_\_\_

Vendor/Financial Institution: \_\_\_\_\_

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

Address: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### EASY CHECKING ACCOUNT SWITCH CHECKLIST

We are excited you have chosen to make the move to First United CU. We know you will save time and money with the benefits you receive from being a member.

#### REVIEW THIS LIST FOR COMPANIES YOU MAY NEED TO CONTACT REGARDING YOUR NEW CHECKING ACCOUNT:

- ✓ Mortgage
- ✓ Loan Payments
- ✓ Cable/Internet
- ✓ Investments
- ✓ Insurance
- ✓ Cell/Mobile
- ✓ Charities
- ✓ Gym
- ✓ Utilities
- ✓ Credit Card

#### NOW THAT YOU HAVE REQUESTED TO HAVE YOUR ACCOUNT(S) MOVED FROM ANOTHER FINANCIAL INSTITUTION TO FIRST UNITED CU, THERE ARE A FEW ITEMS YOU SHOULD KEEP IN MIND:

1. You should refrain from using your account(s) at the other financial institution for at least two (2) weeks. This should allow time for any checks and automatic withdrawals or debit card transactions to clear. If all items are not allowed to clear before the account is closed, you could incur a NSF fee.
2. If you elect to have your paycheck automatically deposited into your First United CU account, you should contact your employer regarding the form(s) they require to process your request. Your employer will need your First United CU account number and our routing number, which is **272480775**.
3. While waiting for your other account(s) to close, you should deposit enough money into your new First United CU account to cover any miscellaneous charges, such as the cost of checks.

If you have any questions regarding your new First United CU account, please don't hesitate to contact us at **866-255-1004**. Our staff is dedicated to making your transition to First United CU as easy and hassle free as possible.

Use your most recent account statement from your current financial institution and make a list of your direct deposits and automatic withdrawals.

