



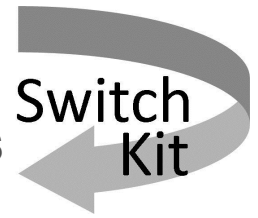
# Switch Kit

Guide and tips for switching financial institutions.

Thinking about switching financial institutions? This switch kit will guide you through the process, help you gather and organize all the pertinent information you'll need to close your account, and open your new one. Ask your new financial institution if they have a switch kit. Many do and offer consumer help in making the switch.



KANSAS CREDIT UNION ASSOCIATION  
2872 N. RIDGE ROAD, SUITE 122 | WICHITA, KS 67205 | [kcuu.coop](http://kcuu.coop)



## TIPS FOR SWITCHING FINANCIAL INSTITUTIONS

### Find a new financial institution.

Ask your friends and family for banking recommendations. Check [asmarterchoice.org](http://www.asmarterchoice.org) (<http://www.asmarterchoice.org>) for a local credit union near you, or visit the Kansas Credit Union Association's consumer page (<http://www.kcua.coop/consumers>) for a listing of credit unions in Kansas. Most people are eligible to join at least one credit union near them.

### Research products and services.

Make sure your new financial institution has all the products and services you need or want. How much is a checking account? How much is the minimum balance you must keep in your accounts? Are there credit card and ATM options? What about online or mobile banking?

### Open your new account.

Open your new account, **BEFORE** you close your old account. Make sure you have your credit and debit cards and new checks. Ensure your account is fully functional before closing your other account.

Related documents:

[Sharedraft Account Application & Agreement](#)  
[ATM Access Application](#)

### Set up your direct deposit, switch your automatic payment options.

Setting up direct deposit is an easy process. Just make sure you have your new financial institution's routing number and your new account number. Your new institution can help you with this direct deposit process.

Related document:

[Direct Deposit Change Notice](#)

**Don't forget to switch your automatic payment options to your new financial institution.** This includes mortgage payments, utility bills or automatic transfers from your checking account to another account. If you close your old account before doing this, you might miss important deadlines and be slapped with additional fees.

Related document:

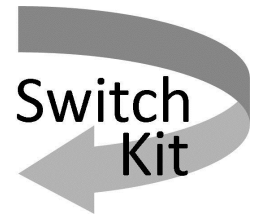
[Direct Payment Change Notice](#)

### Close your account.

Once your new account is functional, and all your outstanding withdrawals have been cleared, it is safe to close your old account.

Related document:

[Account Closure Notice](#)



## WHAT IS A CREDIT UNION?

### Not-for-profit.

Credit unions are not-for-profit financial cooperatives, that exist to serve their members, not to make a profit. Earnings are returned to members in the form of lower loan rates, higher interest on deposits, and lower fees.

### Taxation.

Credit unions do pay taxes – payroll taxes, sales taxes, and property taxes. Credit unions are exempt from State corporate and Federal income taxes.

### Ownership.

Credit unions are economic democracy. Each credit union member has equal ownership and one vote -- regardless of how much money a member has on deposit. At a credit union, every customer is both a member and an owner.

### Volunteer Boards.

Each credit union is governed by a board of directors, elected by and from the credit union's membership. Board members serve voluntarily.

### Membership Eligibility.

People qualify for credit union membership through their employer, organizational affiliations like churches or social groups, or a community-chartered credit union.

### Financial Education for Members.

Credit unions assist members to become better-educated consumers of financial services. For example, Kansas credit unions partner with the Kansas State Treasurer's Office to bring Money\$mart Camp to middle school students across the state. Money\$mart is a day camp designed to encourage healthy money management among youth.

### Social Purpose. People Helping People.

Credit unions exist to help people, not make a profit. Our goal is to serve all of our members well, including those of modest means – every member counts. Our members are fiercely loyal for this reason. They know their credit union will be there for them in bad times, as well as good. The same people-first philosophy causes credit unions and our employees to get involved in community charitable activities and worthwhile causes – just ask us.

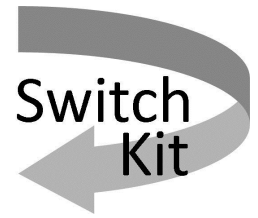
### And Credit Union Deposits Are Insured.

Credit union deposits are insured through the National Credit Union Administration (NCUA) just like bank accounts are insured through the FDIC. Credit union accounts are insured up to \$250,000, depending on the way it is structured. If you have a credit union account, contact the credit union to ensure your deposits are insured to the maximum level.



**Credit Union Philosophy:**  
*People helping people.*

**Credit Union Motto:**  
*Not for profit,  
not for charity,  
but for service.*



## THE CREDIT UNION DIFFERENCE

	<u>CREDIT UNIONS</u>	<u>COMMERCIAL BANKS</u>
Structure:	Not-for-Profit Cooperatives State or Federal Charter	For-Profit Corporations State or Federal Charter
Owners:	Members One Vote per Member	Stockholders One Vote per Share of Stock Owned
Purpose:	Provide economic benefit to members by pooling their savings, thus providing low cost services	Provide a return to stockholders
Primary Source of Income:	Member Loans Investments	Consumer & Commercial Loans Investments Service Fees
Tax Treatment of Income:	Credit unions do not pay federal income tax or state privilege tax because of their structure as not-for-profit financial cooperatives  Credit union earnings are passed to members who are taxed on interest received	Majority of banks pay federal income tax and state privilege tax, and stockholders taxed on dividends received  Banks designated as subchapter S only pay state privilege tax and stockholders pay federal income tax on their share of income
<b>Services Offered:</b>	Member Savings  Member Loans Member Business Loans (limited to 1.75% of capital up to 12.25% of assets)	Consumer Savings  Consumer Loans Commercial Loans Investment of Public Funds Trust Services
Number in Kansas:	100	310

(Data as of 10/2011)

## Sharedraft Account Application & Agreement



This will help you gather all the necessary information your new financial institution will need to open your new account.

I would like to open a:

- Checking (sharedraft)
- Savings

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

Joint member's name: (if applicable) \_\_\_\_\_

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

City: State: Zip code: \_\_\_\_\_

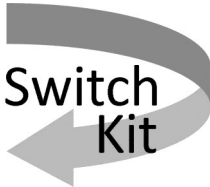
Home phone number: \_\_\_\_\_

Work phone number : \_\_\_\_\_

Other phone number (mobile): \_\_\_\_\_

Email address: \_\_\_\_\_

# ATM Access Application



I am applying for:

- ATM Card
- Checking Card

I would like my PIN to be: \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_

### Member Information

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

Social Security number: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

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

Joint member's name: (if applicable) \_\_\_\_\_

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

Social Security number: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_

## Direct Deposit Change Notice



Use this Direct Deposit Change Notice\* as a guideline to notify businesses or organizations that are depositing funds into your account. Send this to your Employer, Social Security or other benefits payor.

Many government agencies, including Social Security, allow you to change your direct deposit over the phone. A list of agencies and their phone numbers are as follows:

- Social Security - (800) 772-1213
- Veteran's Administration - (800) 386-456
- Army, Navy, Air Force, Marines Retirement - (800) 321-1080
- Civil Service/Government Retirement - (888) 767- 6738

**Remember to maintain accounts at both financial institutions until your new account is functional, and all your withdrawals have been cleared from your old account.**

*\*IMPORTANT: Civilians and military personnel should use SF 1199A to change their direct deposit.*

Name:

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Social Security number:

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Name of Employer or Agency:

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Address:

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### Previous Financial Institution

Name:

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Address:

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Account Number:

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### New Financial Institution

Name:

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Address:

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Routing Number:

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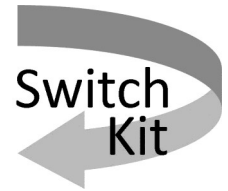
Account Number:

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Type of Account (circle one) Checking OR Savings



## Direct Payment Change Notice



Complete this form and send to company receiving payments directly.

**Remember to maintain accounts at both financial institutions until your new account is functional, and all your withdrawals have been cleared from your old account.**

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

Name of Company Receiving Payment: \_\_\_\_\_

Address \_\_\_\_\_

Account number/Customer number \_\_\_\_\_

### Previous Financial Institution

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

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

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

### New Financial Institution

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

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

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

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

Type of Account (circle one) Checking OR Savings

## Account Closure Notice



Complete this form and send to current financial institution to close your account.

**Remember to maintain accounts at both financial institutions until your new account is functional, and all your withdrawals have been cleared from your old account.**

Name of Financial Institution:

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Name:

---

Address

---

Account number:

---

Social Security number:

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### Authorization:

I hereby authorize the closure of my account and hereby state all of my checks have cleared the account to be closed, and all direct deposits and direct payments have been stopped.

Signature

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Date:

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Please mail the remaining balance in my account, if any, to the address I have indicated above.

