

# SWITCHKIT CHECKLIST

Thank you for opening your CommunityAmerica checking account! As you switch your direct deposits and automatic payments to your new account, use this checklist to keep track of your progress.

## Your CommunityAmerica Checking Account Information

**Account Number:** \_\_\_\_\_ **Routing & Transit Number (ABA):** 301081508

- Switch your Direct Deposits / Automatic Payments to your new CommunityAmerica Checking Account.**
  - Determine the companies that automatically deposit into / withdrawal from your previous checking account.
  - Notify those companies of your new checking account information. Notification can usually be handled via phone, company website or mail. You can use the **Automatic Deposit/Payment Transfer Form** to easily change your checking account information.
  - This is also a great time to set up new Direct Deposit and Automatic Payments.

## Direct Deposit / Automatic Payment Checklist

	COMPANY NAME	PHONE	ACCOUNT NUMBER	NOTES	SWITCHED
<b>Direct Deposits</b>					
Employer					
Employer					
Retirement/Pension					
Social Security Admin.		800-772-1213			
<b>Automatic Payments</b>					
Auto Insurance					
Brokerage Account					
Cable/Satellite					
Cell Phone					
Credit Card					
Electric					
Gas					
Gym Membership					
Home Phone					
Life Insurance					
Loan					
Mortgage					
Trash					
Water/Sewer					

- Close your old checking account.**  
Be sure to keep your old checking account active with sufficient funds to cover any outstanding transactions, checks and automatic payments. Once all items have cleared, contact your old financial institution and request that they close your account and send you the remaining balance.
- Destroy your old checks and ATM/debit card(s).**  
You can bring your old checks and ATM/debit card(s) to any CommunityAmerica branch and we will destroy them securely.

We will send you a confirmation letter when all of your automatic deposits and withdrawals listed above have been successfully switched to your CommunityAmerica checking account. If you need assistance or have any questions about switching, please contact CommunityAmerica at 913.905.7000 ext. 2015.



PO Box 15950, Lenexa, KS 66285-5950

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

To: \_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State and Zip)

From: \_\_\_\_\_  
(Customer's Name)

Re: Account Number \_\_\_\_\_  
(if applicable)

## AUTOMATIC DEPOSIT / PAYMENT TRANSFER ACCOUNT CHANGE

This memo serves as notification that I have established a new account with CommunityAmerica Credit Union. **Please stop making deposits to / withdrawals from the account at:** \_\_\_\_\_

(Name of financial institution)

Listed below is the relevant account and routing information needed for you to change my automatic deposit / payment to my new CommunityAmerica account.

If this form is not sufficient to change my automatic deposit / payment, please forward your authorized company form for my signature.

### CommunityAmerica Account Information:

Check one:

- Automatic Deposit  
 Automatic Payment

Check one:

- Checking  
 Savings

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

**Routing & Transit Number (ABA):** 301081508

**Address:** PO Box 15950, Lenexa, KS 66285-5950

**Phone Number:** 800-892-7957

### Member Signature and Address:

\_\_\_\_\_  
Authorized Member Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Street Address

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

### CommunityAmerica Contact Information:

\_\_\_\_\_  
CommunityAmerica Financial Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
ext.