

Print this checklist and check off the boxes on your printed copy as you complete items.

_____ Open your membership and checking account at Hotel and Travel Industry Federal Credit Union. You may do this by visiting our branch or by downloading a membership application.

_____ Verify that all checks, check card transactions, and scheduled bill payments have cleared your old checking account.

_____ Make certain funds are available in your old account to cover any automatic payments, checks, and check card transactions that may still be withdrawn.

_____ Check maturity dates on Certificates of Deposit if transferring in order to avoid early withdrawal penalties.

_____ **Direct Deposit Change Request Form**

Send written notices to companies with which you have direct deposit (employer, government deposits, pension, transfers from other financial institutions, investment dividends, child support or court-issued deposits, etc.) notifying them that you want to switch your direct deposits to your new Hotel and Travel Industry Credit Union account.

_____ **Authorization Agreement for Direct Deposit Form**

Send written notice to set up direct deposits with any new companies or individuals.

To change Social Security deposits, visit: www.ssa.gov/deposit/howtosign.htm

Or call the Social Security Administration: 1-800-772-1213 (TTY 1-800-325-0778)

Hotel and Travel Industry FCU Routing/Transit number: 321378741

_____ **Authorization for Canceling Automatic Payments Form**

Send written notices to companies that automatically take payments from your checking (utilities, mortgage, insurance, brokerage, credit cards, internet service providers, transfers to banks, child support or court issued payments) notifying them that you are closing the account.

_____ **Authorization for Automatic Payment Transfer Form**

Add a notification with your new account to continue automatic payments at Hotel and Travel Industry Federal Credit Union.

_____ **Authorization for Automatic Payment Form**

Send a notification if you wish to add new automatic payments. Contact companies that take payments from your old checking account using a debit card. Inform them of your new Hotel and Travel Industry Federal Credit Union Card number and expiration date. (If you prefer, you may set up this payment up as an automatic payment rather than debit card payment using the Authorization for Automatic Payment Form. Verify your direct deposits and automatic payments have begun posting to your new account.

_____ **Account Closing Request Form**

Send written notice to your old financial institution informing them you are closing your account.