

# ***Northland Switch Kit***

## **1. Open your NEW Northland Area Federal Credit Union account**

Visit any one of our convenient branch locations to open your checking and savings accounts.

## **2. Stop using your old Checking/Savings accounts**

You will need to let all your outstanding checks clear before closing the account. This could take 10 days or more.

## **3. Switch your Direct Deposit**

Send the Direct Deposit form to your employer, the Social Security Administration or your retirement plan administrator.

## **4. Change any Automatic Payments**

To change your automatic payments send the attached form to the company that receives your automatic payments. Then sign up for our free online Home Banking and Bill Pay to set up your new automatic payments.

## **5. Close your old accounts**

When you have finished steps 1 through 4 and you're sure all outstanding checks have cleared, simply fill out the Account Closure Request form and mail it to your old financial institutions.

**Now that you have your Savings and Checking Accounts all set up...**

**Talk to us about other ways we can save  
you time and money!**



# Redirect - Direct Deposit

I am moving my Checking/Saving Account to Northland Area Federal Credit Union and would like to change my Direct Deposit.

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

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

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Please deposit		
The Total Amount _____	A Specific Amount _____	
Amount \$ _____		
Into these accounts:		
Checking	Acct # _____	\$ _____
Savings	Acct # _____	\$ _____
Christmas Club	Acct # _____	\$ _____
Loan	Acct # _____	\$ _____
Other	Acct # _____	\$ _____

I hereby Authorize \_\_\_\_\_ (employer)  
to deposit each payday the amount(s) listed above to:

Northland Area Federal Credit Union  
1161 N. Bagley St.  
Alpena, MI 49707

**Routing # 272486025**

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



# ***Redirect or stop Automatic Payment***

I am moving my Checking Account to Northland Area Federal Credit Union  
and would like to change my Automatic Payment.

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

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

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Creditor: \_\_\_\_\_

Checking Account # \_\_\_\_\_

- Please stop my automatic payment and start sending me the bill
- Please REDIRECT my automatic payment to come from:

Northland Area Federal Credit Union  
1161 N. Bagley St.  
Alpena, MI 49707

**Routing # 272486025**

I hereby Authorize this change to my automatic payment:

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



# Checking Account Closure Request

I am moving my Checking Account to Northland Area Federal Credit Union and would like to close my old account.

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

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

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Social Security #: \_\_\_\_\_

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

Account #: \_\_\_\_\_

I understand that I will need to make sure all checks and automatic debits have cleared before completely closing my account(s).  
Please let me know if there is anything else needed from me before closing my account(s)

Please mail any remaining balance(s) in my account(s) made payable to me by check to:

Northland Area Federal Credit Union  
1161 N. Bagley St.  
Alpena, MI 49707

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

Joint Signature \_\_\_\_\_ Date \_\_\_\_\_

