TOP TIER
FEDERAL CREDIT UNION

Clarion
814-226-5032
144 Holiday Inn Rd
Clarion, PA 16214

Brookville
814-715-7160
204 Allegheny Blvd
Brookville, PA 15825

Cranberry
814-670-0659
6935 US 322
Cranberry, PA 16319

Butler
724-556-5250
170 New Castle Rd
Butler, PA 16001

Federally insured by NCUA

Account Switch Guide

Thank you for choosing Top Tier Federal Credit Union! The following information will help ease your account transition. Your account switch guide includes:

- Account closing process
- Transition checklist
- Change of direct deposit form
- Change of automatic payments form

Closing your account at another financial institution

The easiest part of the transition process is closing your account at another financial institution. You simply need to visit your financial institution and request to close your account. Make sure you have completed the items listed below before closing your other account:

All pending transactions have cleared old account

Switch direct deposit to new Credit Union account

Switch all automatic payments to new Credit Union account

Contact financial institution and request to close your old account(s)

Request cash or check for remaining funds

Deposit funds in your new Credit Union account

Transition checklist—for your records/use

List all of your direct deposits and automatic payments below:

Direct Deposits to change:

- _____
- _____
- _____
- _____
- _____

Automatic Payments to change:

Company Name:_____

Company Name:_____

Company Name:_____

Company Name:_____

Company Name:_____

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Changing Your Automatic Payments

Changing the automatic payments that come out of your account can be a little time consuming but knowing how to change them and having the information you need can make the change easier. Refer to your transition checklist for your list of automatic payments that need changed.

You will need the following information to update your automatic payments:

- Credit Union routing number: 243380192

- Credit Union Checking account number: _____

Updating payment information online

The best way to contact the merchant is to visit their website and log in or create your account. Typically payment methods can be updated by selecting one of the following:

- Billing information

- Settings

- Profile settings

- View my bill

Examples:

- Verizon Wireless account

- Netflix account

- Dish Network / Direct TV account

IMPORTANT TIP— Always remember to SAVE the changes you've made in order to insure your payment information has been updated and stored properly.

Updating payment information by phone

Another avenue to update your payment information is to find a customer service phone number on a previous bill or on the merchants official website.

Examples: Insurance carrier, utilities— gas, electric, water

Not Recommended

You should never send or update your payment information via email due to security reasons. It's best to do it directly from your merchant account, in person or by phone.

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Change of Direct Deposit

Please give to HR / Payroll / Social Security office

▶ **To whom it may concern:**

Please begin depositing my: PAYCHECK   SOCIAL SECURITY   OTHER: _____

Effective: _____

To the following account:

TOP TIER FEDERAL CREDIT UNION

Account Number:_____   Routing Number: **243380192**

Please select one:

Checking

Savings

▶ **If you have any questions about this request, please contact me at:**

Phone: _____   Best time to call: _____

Email: _____

▶ **Thank you,**

Signature:_____

First Name: _____   Middle Initial: _____   Last Name: _____

Social Security number (last 4 digits): _____   Employee ID : _____