

# Switch Your Account: Checklist

## EASY AS 1-2-3

The following list is designed to help you make the switch to Thrivent Federal Credit Union. Follow these few steps to get your accounts set up:

### 1. Open a Thrivent Federal Credit Union checking account.

- Note your account number below for easy reference.

Account number: \_\_\_\_\_

*Thrivent Federal Credit Union Routing number: 075972147*

- Receive and activate your debit card.
- Change direct deposit(s)
  - Fill out a Direct Deposit Change form and give to your employer.
  - Ask your employer about how to make this change, you may need a voided check from your new checking account.
  - Other common direct deposits: pension(s)/retirement, Social Security ([ssa.gov/deposit/howtosign.htm](http://ssa.gov/deposit/howtosign.htm)), or investment income.
- Enroll in Online Banking, visit [Thriventcu.com](http://Thriventcu.com).
- Set up Bill Pay through Online Banking.

### 2. Change your automatic payments.

Use your last few months' bank statements to determine what payments need to be switched. Complete and send an Automatic Payment Change Request form to the company.

**Note:** Many companies have their own forms (paper or online), so please check with those companies on their process prior to filling out and sending this form. Here is a list of common automatic payments:

- |                |            |                                 |                  |
|----------------|------------|---------------------------------|------------------|
| • Auto Loans   | • Daycare  | • Health Club                   | • IRA/Retirement |
| • Cable/TV     | • Electric | • Insurance: Home/Car/Pet/Other | • Mortgage/Rent  |
| • Cell Phone   | • Garbage  | • Internet Provider             | • Telephone      |
| • Charities    | • Gas/Oil  | • Investments                   | • Water/Sewer    |
| • Credit Cards |            |                                 |                  |

### 3. Close your other account

- Make sure all checks and withdrawals have cleared (sometimes it can take two to three billing cycles before an automatic payment has been changed, be sure to confirm).
- Remove all remaining funds from your old account and transfer to your new Thrivent Federal Credit Union account.
- Complete and send the Account Closing Request form to your previous financial institution, or visit a branch to close the account.

# Direct Deposit

## CHANGE FORM

To: Payroll Department

Employer/Company Name: \_\_\_\_\_

From (your name): \_\_\_\_\_

Today's Date: \_\_\_\_\_

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

Subject: Payroll Direct Deposit

- Establish Direct Deposit
- Change my existing Direct Deposit

**Please accept this request to deposit my paycheck automatically into the following account:**

**Financial Institution:** Thrivent Federal Credit Union

**Deposit Instructions:**

Deposit entire amount to account number: \_\_\_\_\_  checking  savings

**OR**

Deposit \$ \_\_\_\_\_ to account number: \_\_\_\_\_  checking  savings

Deposit \$ \_\_\_\_\_ to account number: \_\_\_\_\_  checking  savings

**AND** the remainder to account number: \_\_\_\_\_  checking  savings

Thrivent Federal Credit Union Routing number: **075972147**

**I authorize:**

- The listed employer/company to change deposits of my funds to my Thrivent Federal Credit Union checking or savings account.
- This authorization to remain in effect until I send written notice of change or cancellation.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

# Automatic Payment

## CHANGE REQUEST

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

From: \_\_\_\_\_

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

**Subject:** Change to Automatic Payment

Please change my existing automatic payment for \_\_\_\_\_  
*(what payment is for, i.e., water bill, electric bill)*

on a \_\_\_\_\_ basis  
*(weekly, monthly, etc.)*

for my account number: \_\_\_\_\_.

**Please begin using the following updated account information immediately:**

**Financial Institution:** Thrivent Federal Credit Union

**Address:** 122 E. College Ave., Suite 1E, Appleton, WI 54911-5741

**Account number:** \_\_\_\_\_  checking  savings

Thrivent Federal Credit Union Routing number: **075972147**

**Personal Information:** \_\_\_\_\_

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

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

**City, State, ZIP:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**I authorize:**

- The company listed to initiate withdrawal of my funds from the above Thrivent Federal Credit Union account.
- This authorization to remain in effect until I send written notice of change or cancellation.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

# Account Closing Request

## CLOSE REQUEST

To (Financial Institution): \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

From:

Name(s) on account(s): \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

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

Please accept this letter as authorization to close my account(s) with your institution.

Please close the accounts listed below:

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

checking     savings     money market     certificate

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

checking     savings     money market     certificate

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

checking     savings     money market     certificate

Please transfer any remaining funds in the accounts listed above to:

**Financial Institution:** Thrivent Federal Credit Union

**Address:** 122 E. College Ave., Suite 1E, Appleton, WI 54911-5741

Thrivent Federal Credit Union Routing number: **075972147**

Account Number: \_\_\_\_\_  checking     savings

I authorize:

- The listed entity to close the account(s) listed here.
- The transfer of my funds to my Thrivent Federal Credit Union checking and/or savings account(s) as indicated.
- Thrivent Federal Credit Union to credit deposits to my account(s) as specified.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*