



## In Four Easy Steps!

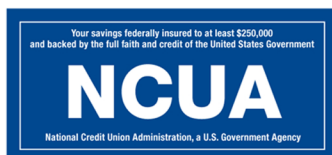
Interested in taking advantage of all the benefits that credit union membership has to offer? SeaComm Federal Credit Union will help you make the switch as easy as 1... 2... 3... 4!

Our **Four Step Switch Kit** will help you get organized and alleviate the concern that may be associated with changing financial institutions. We are here to make your transition easy and convenient!

As a member of SeaComm Federal Credit Union you will enjoy other benefits such as:

- Competitive rates on Home Mortgage Loans, Home Equity Loans & Lines of Credit, Auto Loans, and Credit Cards
- Free Online Bill Payment
- Free VISA® Check Card
- Free 24-hour Home Banking and SmartLine access
- And much, much more!

SeaComm's experienced Member Service Representatives are available to offer free quality advice and assistance in helping you make the transition.



This credit union is federally insured by the National Credit Union Administration.



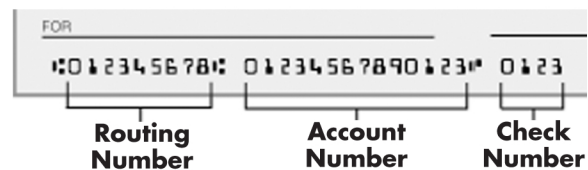
## TO DO LIST:

### ✓ Step 1: Get Organized

- One of SeaComm's knowledgeable Member Service Representatives will help you choose the services that are right for you, open your new account, and order your new SeaComm checks and VISA Check Card.
- Transition from your old account, and begin using your SeaComm Federal Credit Union account.

### ✓ Step 2: Switch Direct Deposits

- Change any automatic or direct deposit to your new SeaComm account with page 3 of this kit.
- For Payroll Direct Deposit, print, complete, and send one direct deposit form to each company making a direct deposit.
- For Social Security Direct Deposit, please call the Social Security Administration at 1.800.772.1213. Your change can be made right over the phone. Simply use the numbers at the bottom of your SeaComm checks. You can also change your Social Security deposit online at [www.ssa.gov/deposit/](http://www.ssa.gov/deposit/).



### ✓ Step 3: Switch Automatic Withdrawals/Charges

- Contact the organizations and financial institutions that are currently deducting a recurring payment from your existing account.
- Switch existing automatic withdrawals by completing the "Automatic Withdrawal Request" form on page 4 and provide them to the corresponding payee.
- Automatic charges to your old debit or credit card can be changed by providing the organization with your new VISA Check Card or SeaComm VISA Credit Card number.

### ✓ Step 4: Close Your Old Accounts

- Leave your old accounts open long enough for outstanding checks and automatic withdrawals to clear with enough money in the accounts to cover the transactions.
- Once the accounts are no longer active, complete the "Close Account Request" form on page 5 and submit to your previous financial institution.

**Questions?** Visit your local branch of SeaComm Federal Credit Union, contact our Call Center at 1.800.764.0566, or email us at [helpdesk@seacomm.org](mailto:helpdesk@seacomm.org).

**Accounts To Be Closed:**

Account Number	Bank Name/Account Name	Completed

**Direct Deposits To Be Switched:**

Direct Deposit Type	Frequency	Amount	Completed
Employer			
Gov't/Social Security			
Support			
Brokerage			
Other			

**Automatic Withdrawals/Debits To Be Switched:**

Withdrawal Type	Frequency	Amount	Completed
Mortgage			
Auto Loan			
Insurance			
Utilities			
Internet			
Other			

**Everything You Need Is Right Here! Consolidate Today.**

Other Options to Explore	Financial Institution	Balance	Rate
Refinance Auto Loan(s)			
Refinance Mortgage/Home Equity			
Transfer High-Rate Credit Cards			
Transfer Certificates of Deposit			
Transfer IRA/Retirement Account			

# Direct Deposit Request Form

## Step 2

To: \_\_\_\_\_  
Employer Name & Address

I, \_\_\_\_\_  
Name of Employee Employee ID Number

\_\_\_\_\_  
Address City State Zip

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Telephone Number Work Telephone Number

wish to change my direct deposit from:

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

Bank Routing Number: \_\_\_\_\_

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

Effective \_\_\_\_\_, please start making this direct deposit into my account at:  
Date

**SeaComm Federal Credit Union**

**30 Stearns St.**

**Massena, NY 13662**

**800.764.0566**

**Routing Number: 221376539**

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

☐ **Checking Account**

☐ **Savings Account**

I authorize the above named organization to send my payroll to SeaComm Federal Credit Union for the purpose of automatically depositing funds to my designated SeaComm Federal Credit Union account.

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

If necessary, staple a voided SeaComm Federal Credit Union check and submit to your employer.



# Automatic Withdrawal Request Form

## Step 3

To whom it may concern:

Please accept this letter as authorization to change my automatic payments from my old account to my new account at SeaComm Federal Credit Union.

You are currently withdrawing \$\_\_\_\_\_ for my

\_\_\_\_\_.  
Indicate what the payment is for.

Effective \_\_\_\_\_, please discontinue making payments from:  
Date

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

Bank Routing Number: \_\_\_\_\_

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

☐ I hereby authorize any future automatic payments to be taken out of my new account at SeaComm Federal Credit Union.

**SeaComm Federal Credit Union**

**30 Stearns St**

**Massena, NY 13662**

**800.764.0566**

**Routing Number: 221376539**

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

☐ **Checking Account**      ☐ **Savings Account**

**-- OR --**

☐ Effective \_\_\_\_\_, please cancel my automatic withdrawals.  
Date

I will be using Seacomm Federal Credit Union's Online Bill Payment to make my monthly payments.

If you have any questions about this request, please contact me during the day/evening (circle one) at (\_\_\_\_\_) \_\_\_\_\_.  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print and complete one form for each company withdrawing a recurring payment out of your account. Don't forget to change any automatic payments set up with a debit card to your new SeaComm VISA Check Card or SeaComm Credit Card.



# Close Account Request Form

## Step 4

To whom it may concern:

Effective immediately, I hereby request that you close my account with your institution.

I have verified that all checks and debits have cleared my account. I have also made arrangements to switch any automatic withdrawals, and/or automatic deposits that were associated with this account.

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

Primary Name on Account: \_\_\_\_\_

Secondary Name on Account: \_\_\_\_\_

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

Please send any remaining funds in the account to my attention at:

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

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

City, State, Zip: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_

If you have any questions, please contact me at the telephone number above.

Sincerely,

\_\_\_\_\_  
Signature-Primary Name Date

\_\_\_\_\_  
Signature-Secondary Name Date