



USF Federal Credit Union Switch Kit

We are committed to making the transition of switching your checking accounts simple, easy and secure. Let us help you make your switch smoothly with this helpful step-by-step action plan and checklist!

1

Open an account with USF FCU

- Start your application [online](#) or in one of our [branches](#) and select the [preferred checking account](#)
- Register with digital banking so you can safely manage all your USF FCU accounts online where and when it's convenient for you. Register for free at usffcu.com/digitalbanking

2

Leave your old account open until all services switch to your USF FCU account

- Why? It can take from 30-60 days for other entities to switch direct deposits/automatic payments to your new USF FCU account
- Leave a balance in the old account to cover automatic payments you anticipate during the transfer period

3

List all direct deposits and automatic payments to be switched to your USF FCU account

- Use the checklist on page two to gather information on all the services you are switching to your USF FCU account; and keep track of the progress

4

Prepare to transfer your direct deposit

- Contact your employer or company to see what is required to transfer your direct deposit
- Ask for the date by when the switch will be made

5

Transfer automatic payments to your USF FCU account

- If you use automatic payments, contact each company to see what is required to transfer these payments; many times you can complete it online or by phone
- If you use online bill payment cancel this service and all payments at your old account and set up BillPay through USF FCU's online banking
- Use your USF FCU credit or debit card for your recurring payments

6

Track progress

- Use USF FCU's online banking and check your old account often to keep track of your direct deposits and automatic payments switch progress
- Check off progress on your checklist (see page 2)

7

Close your old account

- Contact your previous financial institution to see what is required to close your account; most likely they will require something in writing, but they might take your request over the phone
- Close the old account only after all outstanding items have cleared and the switch is complete for all direct deposits, automatic payments, and other services such as online bill pay

Information And Tracking Checklist

USF FCU Routing #: 263183159

USF FCU ACH Account Number: _____

Previous Routing #: _____

Previous ACH Account Number: _____

Automatic Payments

Payment	Account number or other important info (phone number)	Date Changed Online or Mailed Request	<input checked="" type="checkbox"/>
Gas			<input type="checkbox"/>
Electric			<input type="checkbox"/>
Cell Phone			<input type="checkbox"/>
Cable/Satellite			<input type="checkbox"/>
Water			<input type="checkbox"/>
Garbage			<input type="checkbox"/>
Insurance			<input type="checkbox"/>
Mortgage/Rent			<input type="checkbox"/>
Home Equity Loan			<input type="checkbox"/>
Association Fees			<input type="checkbox"/>
Credit Card(s)			<input type="checkbox"/>
Member Dues			<input type="checkbox"/>
Car Payments			<input type="checkbox"/>
Internet			<input type="checkbox"/>
Child Care			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Direct Deposit

Deposit	Date Notification Complete	<input checked="" type="checkbox"/>
Employer (payroll)		<input type="checkbox"/>
Government		<input type="checkbox"/>
Social Security Administration (www.socialsecurity.gov or call 800-772-1213)		<input type="checkbox"/>
Brokerage/Investment Account		<input type="checkbox"/>
Child Support or court-ordered deposits		<input type="checkbox"/>
Retirement		<input type="checkbox"/>

Subscriptions

Product	Date Notification Complete	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Accounts To Close

Financial Institution and any other important info	Date of Closure	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Remember to Destroy Your Old:

- Checks ATM/Debit Card
- Deposit/Withdrawal Slips

