



Switch To FREE Checking at Commonwealth Credit Union

It's as easy as 1-2-3 to switch your checking account to Commonwealth Credit Union.

Step 1: Complete a Checking Account Application.

- Your checking account can come with a great perfect companion - the Global Check Cash/ATM Card - a combination debit and ATM card that's accepted at millions of locations worldwide. You will also order new checks upon opening your account. **Keep a record of your account number (printed on your checks and deposit slips) to be used on the switch forms.**

Step 2: Switch Transactions to Your New Account

- Verify that all checks or automatic withdrawals have cleared from your previous account. Be sure to leave enough money in your previous account to cover these transactions.
- Destroy ATM/Debit Cards, deposit slips and checks from your previous account.
- Change your Direct Deposit with your employer to Commonwealth Credit Union. We can even help you complete the form. Remember to give your employer a voided check.
- Provide merchants who make automatic withdrawals (ACH or Debit) with your new Commonwealth Credit Union account number and routing number (located on your voided check).
- Cancel automated payment services, such as bill-paying by phone, or PC services, by completing the **Automatic Payment Change Notification (click here for the form)** and send it to the company(ies) debiting your account. (Make additional copies as needed).

Step 3: Close Your Old Account

- Stop using your old checking account, but keep it open until your direct deposit and automatic payments have been changed and all your checks have cleared.
- Notify your old financial institution that you are closing your checking account.

Step 4: Sign Up For Online Banking - Open 24 Hours/7 Days A Week!

- Sign up for Online Banking, Bill Pay and eStatement by visiting www.ccuky.org.