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## **Switch & Save with TVTFCU!**

### **Switching to our FREE Checking is Hassel-free and Easy as 1 2 3!**

#### **STEP 1 - OPEN A CHECKING ACCOUNT.**

Just stop by the credit union or apply online at [www.tvtfcu.org](http://www.tvtfcu.org).

#### **STEP 2 – SWITCH YOUR DIRECT DEPOSITS & AUTOMATIC PAYMENTS.**

We've enclosed the forms you'll need to close your accounts and change any direct deposits or automatic withdrawals you may have. If you need help completing any of these forms, visit our office and one of our friendly, professional Member Service Representatives will be happy to assist you.

#### **STEP 3 – CLOSE YOUR OLD CHECKING ACCOUNT.**

Make sure you leave sufficient funds in your old account to cover any outstanding checks and automatic withdrawals. This process may take several weeks. Once your transactions have posted, close your old account completely and ask your previous financial institution to send you the balance of your account. Also destroy your old ATM and/or debit cards, as well as your unused checks and deposit slips. For your convenience you may use our FREE shredder located in our lobby.

**That's it, you're done! Now the savings begin.**

***For assistance please call us at 860-253-4780 or 800-749-8305, email us at [msr@tvtfcu.org](mailto:msr@tvtfcu.org) or stop in. We're here to help.***



182 South Road, Enfield, CT 06082  
P 860-253-4780 P 800-749-8305 F 860-253-4785 [www.tvtfcu.org](http://www.tvtfcu.org)





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## DIRECT DEPOSIT REQUEST FORM

Please print all information.

### To: Human Resources/Payroll Department

This is to inform you that I have a Savings/Checking Account with the Tobacco Valley Teachers Federal Credit Union and would like to establish direct deposit to my account(s) as listed below:

### DIRECT DEPOSIT INFORMATION

Routing # 211176969

Credit Union Name: Tobacco Valley Teachers Federal Credit Union

Account type:  Checking  Savings

Amount:  Entire Check  \$ \_\_\_\_\_ Account # \_\_\_\_\_

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### EMPLOYER INFORMATION

Human Resources/Payroll Department

Fax # \_\_\_\_\_

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

### EMPLOYEE INFORMATION & AUTHORIZATION

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

Employee ID: \_\_\_\_\_

I authorize \_\_\_\_\_ to establish the above direct deposit to my Tobacco Valley Teachers Federal Credit Union account(s) as listed above.

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EMPLOYEE SIGNATURE

DATE





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## AUTOMATIC PAYMENT CHANGE FORM

Please print all information. Print out as many copies as needed.

Company Name

Company Address

City

State

Zip Code

### RE: Switching My Automatic Payments

I am informing you that I have changed my financial institution. I need to have my transactions with your company changed to my new account at my current financial institution. Discontinue transactions from my old account and begin using my new account at the Tobacco Valley Teachers Federal Credit Union.

If you have questions regarding this request, please contact me at the phone number listed below. Thank you for your attention to this matter,

Sincerely,

Authorized Signature

Date

Printed Name

Date

Address

City

State

Zip Code

Phone Number

Authorized Joint Owner Signature

Date

Printed Name

Date

### FORMER FINANCIAL INSTITUTION INFORMATION

Financial Institution Name

Routing Number

Account Number

### NEW FINANCIAL INSTITUTION INFORMATION

**Tobacco Valley Teachers Federal Credit Union**

182 South Road, Enfield, CT 06082

Routing Number: 211176969

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

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## ACCOUNT CLOSING FORM

Please print all information.

### FORMER FINANCIAL INSTITUTION INFORMATION

Financial Institution Name

Financial Institution Address

City

State

Zip

### RE: Closing My Account

I am informing you that I would like to close the account(s) below:

Account Name

Account Number

Account Name

Account Number

Please forward all remaining funds to:

Tobacco Valley Teachers Federal Credit Union  
182 South Road, Enfield, CT 06082

Directly to me at the address below:

Address

City

State

Zip Code

Thank you for your attention to this matter.

Authorized Signature

Date

Printed Name

Date

Authorized Joint Owner Signature

Date

Printed Name

Date

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## SWITCH & SAVE CHECKLIST

Use this page to help identify important information to make switching your account to TVTFCU hassle-free.

**Tobacco Valley Teachers Federal Credit Union**

Address: 182 South Road, Enfield, CT 06082

Routing Number: 211176969

Savings/Checking Account Number: \_\_\_\_\_

**DIRECT DEPOSIT INFORMATION**

Check if Deposit Applies	Automatic Deposits	Account Number	Amount	Date
	Employer(s) Payroll			
	Government Deposit (Social Security)			
	Pension(s)/Retirement Plans			
	Investments/Brokerage Deposits			
	Transfers from other bank accounts (savings to checking, etc.)			
	Other			

**AUTOMATIC PAYMENTS/TRANSFERS INFORMATION**

Check if Withdrawal Applies	Type of Automatic Payment or Transfer	Account Number	Amount	Date
	Mortgage/Rent			
	Car Payment			
	Insurance			
	Gas			
	Electric			
	Water			
	Phone			
	Cell Phone			
	Cable/TV			
	Internet Provider			
	Credit Card			
	Health Club Membership			
	Other			
	Other			

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