



Checking Account Switch Kit

Steps to switch your checking account to Educational Systems Federal Credit Union

Step 1 Open your checking account

Visit a branch or call the Contact Center at 301.779.8500 ext. 4041.

Step 2 Move your direct deposit or payroll deduction

You can download the direct deposit form for your school system or community college from our website at esfcu.org/DirectDeposit. You can also use the form on page three of this document. Keep in mind that it may take two to three pay periods for your payroll to be switched. Check with your employer to see if additional forms are required.

Step 3 Change your ACH payment instructions

Be sure to contact all companies that are set up to automatically debit funds from your account.

Step 4 Close your existing account

After all of your checks have cleared and your automatic debits and direct deposits have begun on your new account, close your other checking account.

Enclosed are forms to help you move your direct deposit and change your ACH payments.

Direct Deposit change request

Please change accounts for my payroll Direct Deposit.

Company making the Direct Deposit _____

Address _____

City _____ State _____ Zip _____

To Whom it May Concern:

You are currently depositing funds or making a payment into the following account:

Existing financial institution _____

Routing number _____

Account number _____

Please begin making these automatic deposits into my new account at:

Educational Systems Federal Credit Union ■ PO Box 179, Greenbelt, MD 20768-0179 ■ 301.779.8500

Routing number: 255077008

Account number _____

Account to be credited: Checking Savings

If you have any questions, please let me know.

Name (printed) _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Signature _____

Date _____

Request to change ACH or automatic payment instructions

Please change accounts for my automatic withdrawal.

Company name _____

Address _____

City _____ State _____ Zip _____

To Whom it May Concern:

I have changed my financial institution to Educational Systems Federal Credit Union.

You are currently withdrawing \$ _____ (or paying my current bill amount)
from the following account:

Existing financial institution _____

Routing number _____

Account number _____

For (payment reason) _____

On (approximate date of the month) _____

Please stop making withdrawals from this account on _____ (date) and start making them
from my new account at:

Educational Systems Federal Credit Union ■ PO Box 179, Greenbelt, MD 20768-0179 ■ 301.779.8500

Routing number: 255077008

Account number _____

Debit account: Checking Savings

If you have any questions, please let me know.

Name (printed) _____

Address _____

City _____ State _____ Zip _____

Phone number _____

Signature _____

Date _____

Account closing request

Please close my account.

Existing financial institution name _____

Address _____

City _____ State _____ Zip _____

To Whom it May Concern:

Please close the following account immediately and send a check for the remaining balance to the address below:

Educational Systems Federal Credit Union ■ PO Box 179, Greenbelt, MD 20768-0179 ■ 301.779.8500

Routing number: 255077008

Account number _____

If you have any questions about this request, please contact me as soon as possible at the following number.

Thank you.

Phone number _____

Name (printed) _____

Signature _____

Joint owner (printed) _____

Joint owner signature _____

Date _____

Thank you for making the switch

Please review the list below to make sure that you remember to switch all of your Direct Deposits and automatic payments.

- Insurance companies (car, home, personal, etc.)
- Health/athletic club
- Loans (car, signature, credit cards, etc.)
- Mortgage payments
- Utilities
- Telephone/cellular phone
- Internet services
- Recurring subscriptions
- Other monthly or quarterly deductions

Additional member services

Deposit accounts

- Checking and savings
- Certificates
- Special Purpose Clubs
- Premium Summer Pay
- Money markets
- Traditional and Roth Individual Retirement Accounts
- Coverdell Education saving accounts

Loan services

- New, used and recreational vehicles
- Auto Buying Service
- Personal loans
- First mortgage
- Second mortgage
- Home Equity Line of Credit (HELOC)
- Line of credit
- Student loans
- Visa® credit cards

Convenience services

- Debit card
- Visa® gift card
- Digital Banking
- eStatements
- Audio Response Teller (ART)
- Direct Deposit and payroll allocation
- Automatic transfers
- CULIANCE “CU Here” ATMs

Insurance coverage

- Deposit insurance
- Loan protection
- TruStage™ Insurance: Auto/Home/Life/AD&D

Other services

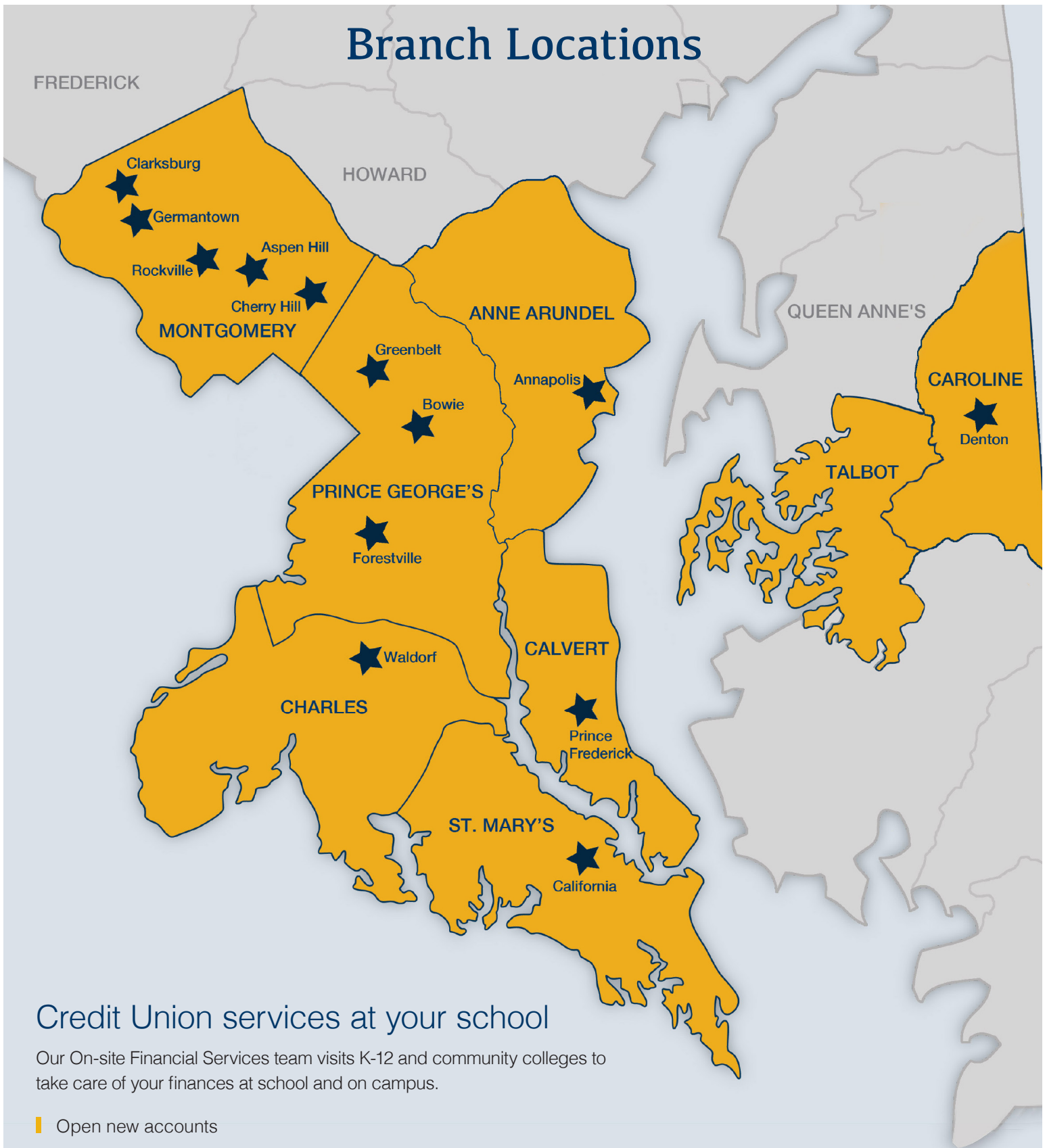
- Signature guarantee service
- Financial education seminars
- Love My Credit Union Rewards



Federally
insured by
NCUA



Branch Locations



Credit Union services at your school

Our On-site Financial Services team visits K-12 and community colleges to take care of your finances at school and on campus.

- Open new accounts
- Apply for loans and get a loan check
- Attend a free financial education seminar for educators, parents and students

Schedule a seminar at your school or make a one-on-one financial consultation appointment by emailing OnsiteFinancialServices@esfcu.org.