

ACCOUNT SWITCH KIT



Moving your Accounts to Justice Federal is EASY!

Justice Federal Credit Union makes moving your accounts from your existing financial institution convenient and easy with our Switch Kit.

It takes just a few simple steps to make the switch!

Step 1:

If you are not a member of Justice Federal Credit Union, establish membership with a minimum \$5 deposit to a Shared Savings Account. Join online at jfcu.org/Join, visit your nearest branch or call **800.550.5328**.

If you are already a member, simply sign in to [Digital Banking](#), open a **checking account**, and transfer money to your account from your existing financial institution.

Step 2:

Switch your payroll Direct Deposit and all automatic deposits. Fill out the Direct Deposit Request Form on the next page, or request one from your HR/payroll department.

Social Security Deposits

To change Social Security deposits, visit: www.ssa.gov/deposit/howtosign.htm, or call the Social Security Administration at **800.772.1213** (TTY 800.325.0778).

Justice Federal ABA/Routing Number: 254074413

Step 3:

Change your automatic withdrawals and online bill payments to your new Justice Federal checking account.

Gather your most recent bills and simply sign in to [Digital Banking](#) and set-up your payees to begin making payments from your new Justice Federal checking account. Review your most recent account statement from your former financial institution to ensure that you have set-up all payees or notified them of the change in your account.

Step 4:

Stop using your old account.

Close out your old account once all outstanding checks, automatic withdrawals, and online payments have cleared (this process may take several weeks).

Once you are sure this has happened, you may use the attached Close Account Request Letter to notify your former Financial Institution to close your account(s) and remit all balances.

DIRECT DEPOSIT REQUEST FORM



INSTRUCTIONS: Complete this form and provide it to your employer's payroll department to request direct deposit of your paycheck to your Justice Federal Checking or Savings account. If they prefer to use their own form, you can use this as a reference.

You can find your full MICR Account Number by signing into Justice Federal Digital Banking, selecting the account to which you would like to receive direct deposit, and clicking to unmask the number.

Member Name:		
Address 1:		Address 2:
City:	State:	Zip Code:

Deposit Account #1	Institution Name: Justice Federal Credit Union	
Account Number: (Full 14 Digit MICR Account Number)	Direct Deposit Amount: (Percentage or Dollar Amount)	
ABA/Routing Number: 254074413	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	

Deposit Account #2 (Optional)	Institution Name:	
Account Number: (Full 14 Digit MICR Account Number)	Direct Deposit Amount: (Percentage or Dollar Amount)	
ABA/Routing Number:	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	

I authorize _____ (employer name) to initiate deposits and, if necessary, withdrawals to correct erroneous deposit entries to my account(s) listed above. I understand that this authorization replaces any previous authorization, and will remain in effect until the company named above has received written notification from me of its termination in a reasonable enough time to act.

Member Signature

Date

(Financial Institution's Name)

(Address)

(City, State, Zip code)

(Date)

RE: Request to Close Account(s)

To Whom It May Concern:

This letter is to inform you that I/we request the following accounts be closed at your institution. Upon closing the account(s), please remit a check for any remaining balance(s) to the address below.

Account Number _____ Account Number _____

Account Number _____ Account Number _____

Should you have questions regarding this request, please contact me/us in writing or by phone as provided below.

Thank you for your prompt assistance in this matter.

Sincerely,

Primary Accountholder Signature

Date

Joint Accountholder Signature (If applicable)

Date

Printed Name Primary Accountholder

Printed Name Joint Accountholder (If applicable)

Address

City State Zip