

SWITCH YOUR AUTOMATIC TRANSACTIONS

Our attached forms can be used to notify companies that you've switched your account to DOLFCU. Just fill in the required information, make copies for each applicable company and mail them out.

Here are some examples of the kinds of companies that you may want to notify:

DIRECT DEPOSIT

Companies or government agencies that regularly deposit funds into your checking or savings account. These might include:

- Your employer
- Your pension plan administrator*
- The Social Security Administration*

AUTOMATIC WITHDRAWALS

Companies that regularly make electronic withdrawals from your checking account or automatically assess charges to your credit card or debit card. These might include:

- Mortgage company
- Insurance company
- Internet service provider
- Cell phone provider
- Auto lender
- Cable company
- Health club

SURCHARGE-FREE ACCESS TO YOUR MONEY, ALMOST ANYWHERE

With 5,000+ shared branches and nearly 30,000 ATMs available, you have more direct, surcharge-free* access to your money than most traditional bank customers do. Find the ones nearest to you.

<https://co-opcreditunions.org/>

*If you receive deposits other than payroll direct deposit, such as retirement or Social Security payments, contact the depositor for instructions on changing these deposits to your new Credit Union account.

CLOSE YOUR OLD ACCOUNT

Prior to closing your old account, be sure to leave in enough money to cover any outstanding checks and automatic withdrawals. Once all charges have been paid, ask your previous financial institution to send your remaining balance(s) to you or your new DOLFCU account(s). Then, destroy your old checks, ATM cards, debit cards and deposit slips.

IMPORTANT NUMBERS FOR YOUR RECORDS:

Department of Labor Federal Credit Union Account Number

254074426

Department of Labor Federal Credit Union Routing Number

To find the account numbers for your old account, look at the bottom of your checks for a series of numbers. Bank routing numbers are the first nine digits of the series.

⌋ 1 2 3 4 5 6 7 8 9 ⌋ : ⌋ 1 2 3 4 5 6 7 8 9 0 ⌋ || ⌋ 1 2 3 4 ⌋
Bank Routing Number Account Number Check Number

Once you've finished these steps, your switch will be complete. Welcome to the Credit Union! We look forward to serving all of your financial needs.

VISIT US TODAY!

FPB MAIN BRANCH

Department of Labor Building

200 Constitution Ave, NW
Room S-3220

Washington, DC 20210

Phone: 202.789.2901

Fax: 202.408.8253

Hours: Mon-Fri 8:30am-3:00pm

BLS BRANCH

Bureau of Labor Statistics

2 Massachusetts Ave, NE
Room 2665

Washington, DC 20212

Phone: 202.789.2901

Fax: 202.691.7985

Hours: Mon-Fri 8:30am-3:00pm

www.DOLFCU.org



Your savings federally insured to at least \$250,000 and backed by the full faith and credit of the United States Government.



CHECKING ACCOUNT SWITCH KIT EASY AS 1-2-3!

Credit Union membership will provide easy access to FREE checking, FREE online banking, FREE eStatements and many other FREE or low fee services. You'll also enjoy higher yields on savings and lower rates on loans, along with the personalized service that only a Credit Union can provide.

We've designed this kit to make it easy for you to switch all of your accounts to DOLFCU, Your Financial Cooperative. It includes simple step-by-step instructions and forms that will make your switch a snap. Of course, if you have any questions, we'll be happy to assist you. Call a Member Service Representative at 202.789.2901 or stop by our branch.

202.789.2901
MemberServices@DOLFCU.org
www.DOLFCU.org

CHECKING ACCOUNT SWITCH KIT. EASY AS 1-2-3!

1

NOTIFICATION OF DIRECT DEPOSIT AUTHORIZATION CHANGE

This form goes to your employer.

Employer: _____

Address: _____

City: _____

State: _____ Zip: _____

Please direct all future payroll direct deposits to the following accounts:

Financial Institution: **Department of Labor Federal Credit Union**

Routing #: **254074426**

Net paycheck to: (check one)

Checking Account #: _____

Savings Account #: _____

Start Date: _____ / _____ / _____
month date year

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Other information your employer may need:

Employee ID #, etc. _____

Signature _____ Date _____

This is a change in authorization for your Direct Deposit. If this change means that you will no longer have sufficient funds in your previous account to cover any automatic withdrawals you may have, please call that company and change the automatic withdrawal to your new Credit Union account. You can also use the Notification of Automatic Withdrawal Change form.

2

NOTIFICATION OF AUTOMATIC WITHDRAWAL CHANGE

This form goes to all companies with whom you have automatic withdrawals. Make copies as needed.

To Whom It May Concern:

Name of Company _____

Account #: _____

Payment Amount: \$ _____

Address: _____

City: _____

State: _____ Zip: _____

Please discontinue my automatic withdrawal from the following account:

Former Financial Institution: _____

Routing #: _____

Account #: _____

Please make all future automatic withdrawals from the following account:

Financial Institution: **Department of Labor Federal Credit Union**

Routing #: **254074426**

Account #: _____

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Signature _____ Date _____

3

NOTIFICATION OF ACCOUNT CLOSURE

This form goes to the financial institution where you will be closing your account.

To Whom It May Concern:

Financial Institution Name _____

Address: _____

City: _____

State: _____ Zip: _____

Effective on: _____ / _____ / _____
month date year

Please close my account:

Account #: _____

Primary Owner: _____

Address: _____

City: _____

State: _____ Zip: _____

Please send the remaining balance to: (check one)

MY NEW ACCOUNT

Financial Institution: **Department of Labor Federal Credit Union**

Routing #: **254074426**

Account #: _____

MY ADDRESS LISTED ABOVE

Primary Owner Signature _____ Date _____

Joint Owner Signature _____ Date _____