

Use this handy checklist to help you make the switch to your Fort Lee FCU Checking Account.

1 Your Fort Lee FCU Account...

- Open a Fort Lee FCU Checking Account online or by visiting a branch.
 - Have your FORT LEE FCU account number ready when completing forms.
- Fort Lee FCU Account #: _____ Routing #: **251480576**

Important Tips

- ◆ Make sure your Fort Lee FCU account is active before you close your existing account.
- ◆ Keep your old account open until all deposits and deductions have been switched to your Fort Lee FCU account.

2 Your Old Account...

- Make sure all checks/debits have cleared your existing checking account.
- Make sure there are enough funds available in your old account for items that may need to be paid.

3 Switch Your Direct Deposit...

Gather information to switch direct deposits/automatic deposits and use the Direct Deposit Change Form (or any other employer/government required forms):

Common Deposits:

- | | |
|---|--|
| <input type="checkbox"/> Employer Payroll deposits | <input type="checkbox"/> IRA/Retirement/Brokerage deposits |
| <input type="checkbox"/> Government deposits | <input type="checkbox"/> Child support or court-ordered deposits |
| <input type="checkbox"/> Social Security Administration | <input type="checkbox"/> Other _____ |

Questions?

Contact Fort Lee
Federal Credit Union
Member Services:
(804) 452-0736
(800) 782-7599

4 Switch Your Auto Deductions...

Gather information to switch automatic payments/withdrawals using the Automatic Deduction Request Form (or any other required forms):

Common Deductions:

- | | |
|---|--|
| <input type="checkbox"/> Mortgage/Rent | <input type="checkbox"/> Phone/Cell Phone |
| <input type="checkbox"/> Association Fees | <input type="checkbox"/> Insurance: Home, Car, Life, Other |
| <input type="checkbox"/> Internet/Cable/Satellite | <input type="checkbox"/> Other loan payments |
| <input type="checkbox"/> Utilities: electric, gas, water, trash | <input type="checkbox"/> Gym Membership Fees |
| <input type="checkbox"/> Daycare | <input type="checkbox"/> Credit Cards |
| <input type="checkbox"/> Charities | <input type="checkbox"/> Other _____ |

5 Close Your Old Account...

Close any unnecessary savings, checking and bill payment accounts using the Account Closing Request Form (or any other required form from your old bank/company).