

# Switch *Kit*

## **3 Easy Steps** *to switch with ease.*

You may think it is going to be a hassle to switch from your current financial institution to Achieva Credit Union. It's not! At Achieva, we make it easy to change your accounts – personal and/or business.

- 1. Open an account with Achieva Credit Union.**
- 2. Redirect your automatic payments and direct deposits.**
- 3. Close your current account.**



# Make the Switch Checklist

Moving all your accounts to Achieva Credit Union has never been easier! Simply refer to the following guide to make your switch smooth and convenient. For assistance, please contact any of our friendly Member Service Advisors. We are here to help every step of the way!

## To close an account and transfer any remaining funds, you will need:

- Form #1 Account Closing Notification (provided by Achieva)
- Recent bank statement with your old account number(s)
- New Achieva account number(s)
- Achieva routing number (263182312)
- Follow up to ensure all checks and ACH debits have cleared on your old account
- Check maturity dates if transferring Certificates of Deposit or Individual Retirement Accounts in order to avoid possible penalties.

## To change your Social Security Direct Deposit, you will need:

- Previous bank routing number
- New Achieva account number and routing number (263182312)
- Direct Deposit Sign Up Form (provided by Achieva)
- You may also visit the website [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm) or let a deposit servicing associate make the call for you.

## To change your payroll or direct deposit, you will need:

- Form #2 Direct Deposit Request form (provided by Achieva)
- New Achieva account number(s)
- Achieva routing number (263182312)

## To change your automatic payment or withdrawal, you will need:

- Form #3 Automatic Payment Request (provided by Achieva)
- Recent statement from vendor
- New Achieva account number(s)
- Achieva routing number (263182312)
- You will need to complete a separate form for each vendor that debits money from your account\*

*Other services available: Transfer an existing loan, Transfer an IRA, etc.*

\*The forms provided by Achieva Credit Union may vary slightly from what some companies require. A Member Service Advisor will be happy to assist if an alternate form is necessary.

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(727) 431-7680 | (941) 907-4000 | [www.AchievaCU.com](http://www.AchievaCU.com)



# Account Closing Notification

Please accept this letter of authorization to close my account(s) with your institution.  
Please close the account(s) listed below.

**TO: Previous Financial Institution Information**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company City/State/Zip: \_\_\_\_\_

**Account Number:** \_\_\_\_\_ Checking  Savings  Money Market  Other \_\_\_\_\_**Account Number:** \_\_\_\_\_ Checking  Savings  Money Market  Other \_\_\_\_\_**Account Number:** \_\_\_\_\_ Checking  Savings  Money Market  Other \_\_\_\_\_**Please send the remaining funds to the following address:**

Achieva Credit Union, P.O. Box 2650, Largo, FL 33779-2650

**Deposit Instructions:**

All remaining funds are to be deposited into my new Achieva Credit Union account number \_\_\_\_\_ in the following way: (choose one)

- Deposit the entire amount into my checking account, OR
- Deposit \$ \_\_\_\_\_ into my checking account AND the remainder into my savings account.

**FROM: Member Information**

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

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

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ SSN: \_\_\_\_\_

**I authorize:**

- The listed entity to close the account(s) listed here.
- The transfer of funds to my Achieva checking and/or savings account(s) as indicated.
- Achieva Credit Union to credit deposits to my account(s) as specified.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Direct Deposit Request

Please accept this letter of notification that I have established a new checking and/or savings account with Achieva Credit Union. I would like my paycheck to be automatically deposited to my Achieva account according to the instructions below.

### To Payroll Department

Employer/Company Name: \_\_\_\_\_

From: \_\_\_\_\_

### Subject: Payroll Direct Deposit

Date: \_\_\_\_\_

- Establish Direct Deposit
- Change my existing Direct Deposit

### Deposit Instructions: (choose one, complete section, and sign and complete below)

#### (1) Entire Paycheck

##### Account Type – choose one.

- Checking Account
- Savings Account

#### (2) Partial Paycheck

##### Account Type

- Checking Account
  
- Savings Account

##### Deposit Type

- Amount \$ \_\_\_\_\_
- Balance
  
- Amount \$ \_\_\_\_\_
- Balance

**Achieva Credit Union Routing Number: 263182312**

### I authorize:

- The listed employer/company to change deposits of my funds to my Achieva Credit Union checking or savings account.
- Achieva Credit Union to credit funds to my account(s).
- This authorization to remain in effect until I send written notice of change or cancellation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

SSN: \_\_\_\_\_

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

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# Automatic Payment Request

Please accept this letter of notification that I have established a new checking and/or savings account at Achieva Credit Union. I would like the following payment to be automatically debited from the Achieva account listed below.

**Please complete and sign this form, then submit it to the appropriate organization.**

\_\_\_\_\_  
Company/Payee Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Account Number (insert your account number with the payee)

\_\_\_\_\_  
Amount of Withdrawal (Leave blank if the amount of the withdrawal is variable)

**To Whom It May Concern:**

Effective immediately, begin using this new account number to process my automatic withdrawal. Please change your records to reflect my new account information as follows:

Bank: **Achieva Credit Union**

Bank Routing Number: **263182312**

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

Account Type (circle one):    Checking        Savings

As of: \_\_\_\_\_  
          Effective Date for change

If you have any questions, please contact me directly at (\_\_\_\_\_) \_\_\_\_\_  
Thank you in advance for your assistance with this matter.

Sincerely,

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

# Automatic Deposit and Payment Checklist

## Direct / Automatic Deposit Checklist

Payment Type	Company	Account #	Date of Deposit
Employee Payroll			
Pension(s) Retirement Plans			
Social Security			
Investment Income			
Other			

## Automatic Payments Checklist

Payment Type	Company	Account #	Date of Payment
Mortgage / Rent			
Auto Loan			
Insurance:			
Life			
Home Owner			
Car			
Other			
Credit Card (1)			
Credit Card (2)			
Electric			
Cable / TV			
Internet			
Telephone			
Cell Phone			
Sun Pass			
Water/Sewer			
Garbage			
Investments			
Health Club			
IRA / Retirement			
Other			