



NLCU has made moving your relationship fast and convenient with our Switch Kit. All the documents you need to make this transaction as seamless as possible are provided here. All you must do is print them, fill them out and mail to the appropriate companies and / or individuals.

Switching to NLCU is as simple as 1,2,3

- 1) **Open a membership account.** You can apply online or stop by one of our branches today.
- 2) **Download and mail all the necessary forms below and print the checklist to mark your progress.**
- 3) **Close your account** at your old financial institution. Verify that all checks , card transactions, and scheduled electronic payments have cleared your old checking account

Switch Kit Checklist

Direct Deposit Change Request

Send this notice to companies with which you have direct deposit (employer, government deposits, pensions, transfers from other financial institutions, investments dividends, child support or court-issued deposits, etc.) Notify them that you would like to switch your direct deposits to your new Northern Lights Credit Union account.

Authorization Agreement for Direct Deposit

Send this notice to set up direct deposit with any new companies or individuals.

To change Social Security deposits: Online: www.ssa.gov/deposit/howtosign.htm
By Phone: 1-800-772-1213 (TTY 1-800-325-0778)

Northern Lights Credit Union's Routing and Transit Number: 211691457

Authorization for Cancelling Automatic payments

Send this notice to companies who automatically take payments from your checking or savings accounts (utilities, mortgage, insurance, brokerage, credit cards, internet service providers, transfers to other financial institutions, child support or court issued payments, etc.) notifying them that you are closing the account.

Authorization for Transferring Automatic Payments

Send this form to companies notifying them that you want to transfer existing automatic payments from your previous financial institution to Northern Lights Credit Union.

Authorization for Automatic Payment

Send a notification to companies to set up new automatic payments.

Verify that your direct deposit and automatic payments have begun posting to your account with Northern Lights Credit Union.

Account Closing Request

Send this notice to your previous financial institution to close your account