

# Account Change Worksheet

**Start your better financial future today. Use this checklist to make the switch to First Education Federal Credit Union! We'll try to make it as easy as possible.**

- For accounts with online access you will need the sign-on information. For other accounts, the information needed should be on your most recent statement from the company.

1. Get the information you need from us.

<b>Your Information</b>	
Account Number:	_____
	Savings    Checking

<b>Our Information</b>	
Routing Number:	3070-8661-7
Address:	PO Box 20030 Cheyenne, WY 82003
Phone Number:	307-432-7400
Fax Number:	307-432-7432

2. Fill out **Authorization to Change Direct Deposit** form. You probably know the information required for this one, but you may need to talk to the person that handles your payroll. Don't forget to mail or turn in the form.
3. Get the last few months of account statements for your current account or, if available, sign on to their home banking website.
4. Look for any electronic deposits you may have missed. Common ones include:

Retirement	Social Security	Child Support
Investments	FSA/HSA Reimbursements	Online Sales
5. Get the information for any deposits you just found (online access information or statement).
6. Sign on to the website and replace the current information with the information on your First Education account. If needed, fill out an **Authorization to Change Direct Deposit** form and mail it.
7. If you currently use a bill payer service, sign on to that website and print/save the information for each active payment. You will use this information later to set up the payments in NetTeller.

Look through your statements/history for any non-debit card electronic withdrawals. Look through your last couple of months statements or history online so you don't miss any. Common ones include:

HOA Fees	Cell Phone	Internet Service	Credit Cards	Life/Health Insurance
Electricity	Home Phone	TV Service	Investments	Homeowner's Insurance
Natural Gas	Water/Sewer	Trash	Car Payment	Auto Insurance

\*\*\* Consider using our Bill Pay site to pay your bills. With it, you are in control of how much and when the payments are made.

8. Sign on to the website and replace the current information with the information on your First Education account for each of these withdrawals. If needed, fill out an **Authorization to Change Automatic Withdrawal** form and mail it.
9. Look through your statement/history one more time to find any recurring debit card withdrawals. Sign on to the website and replace the current information with the information on your First Education account for each of these transactions. If you cannot access an account online, contact the company directly.
10. Sign-on to NetTeller and click on the Bill Pay tab. Then click the +Payee button. Using the information from Step 6 set up your active payments but don't schedule any payments until you're sure your payroll is changed, or you've deposited enough money to cover the payments.
11. Once your payroll and other deposits are coming to us, sign on to NetTeller, click on the Bill Pay tab and schedule your payments.
12. Once all your automatic payments and deposit are coming to us, close any unnecessary savings, checking, and bill payment accounts by calling them or using the **Authorization to Close Account** form.

For more details or help switching your accounts – just ask us!  
Visit our office or call 307-432-7400 and we'll be glad to help.

See the back of this Worksheet for other ways we may be able to make your financial future better.



## Additional Ways We Can Help Improve Your Financial Future

Transfer high-rate credit card balances to us by applying for a Visa credit card.

Tap into your home's value with a Home Equity Line of Credit.

Refinance your auto loan to First Education Federal Credit Union.

Refinance your mortgage loan to First Education Federal Credit Union.



Office: 120 W Carlson St  
Mailing Address: PO Box 20030  
Cheyenne, WY 82003-7000

Phone: 307-432-7400  
Fax: 307-432-7423  
Email: [ms@firstedfcu.com](mailto:ms@firstedfcu.com)  
Website: firstedfcu.com

Routing Number: 3070-8661-7

# Authorization to Change Direct Deposit

**Instructions:** Complete this authorization to change direct deposits to First Education Federal Credit Union. Provide this completed form to your payroll office or any other payor who makes automatic deposits to your account.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

**If you have online access to your payroll, sign on and make the changes there. This is usually the fastest and easiest way to make changes.**

To Whom It May Concern:

Please change my direct deposit(s) to go to:

First Education Federal Credit Union    307-432-7400  
PO Box 20030  
Cheyenne, WY 82003

Routing Number: 3070-8661-7

Account Number: \_\_\_\_\_  
  Checking      Savings

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

ID Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

If you have any questions about this request, please contact me.

Thank you,

X \_\_\_\_\_  
Signature

# Authorization to Change Automatic Withdrawal

**Instructions:** Complete and mail an authorization for each company that you don't have online access for that makes automatic withdrawals from your account.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

**If you have online access for this account, sign on and make the changes there. This is usually the fastest and easiest way to make changes.**

To Whom It May Concern:

Please change my automatic withdrawal(s) to come from: First Education Federal Credit Union  
PO Box 20030 307-432-7400  
Cheyenne, WY 82003  
Routing Number: 3070-8661-7

Debit my Checking Savings account number: \_\_\_\_\_

Debit my VISA® Debit VISA® Credit card.

Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVV: \_\_\_\_\_

Please cancel my automatic withdrawal. I will use First Education Federal Credit Union's Bill Pay service to make future payments.

Transaction Information

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

Amount: \_\_\_\_\_ Frequency: \_\_\_\_\_

If you have any questions about this request, please contact me at this phone number \_\_\_\_\_.

Thank you,

X \_\_\_\_\_

Signature

# Authorization to Close Account

Instructions: Complete this authorization to close accounts at other financial institutions and have funds transferred to your First Education Federal Credit Union account. Remember to destroy checks and cards associated with the account.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Institution Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code

To Whom It May Concern:

Please close my account(s) with your financial institution:

Account Numbers: \_\_\_\_\_

Account Holders: \_\_\_\_\_

And send a check for the remaining balance(s) to my new account at:

**First Education Federal Credit Union**  
PO Box 20030  
Cheyenne, WY 82003

Account Number: \_\_\_\_\_ Savings    Checking

If you have any questions about this request, please contact me at this phone number \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Account Holder 1 Signature

\_\_\_\_\_  
Account Holder 2 Signature, if required

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip Code