



DEARBORN COUNTY FEDERAL CREDIT UNION

600 WILSON CREEK ROAD

LAWRENCEBURG, IN 47025

PHONE: 812-537-8153 FAX: 812-537-8449

WWW.MYDCFCU.ORG

DCFCU Switch Kit

Switching is easy every step of the way!

Step 1: *Have your new Dearborn County Federal Credit Union account number available.*

Step 2: *Account Closing Letter-* This form is all ready for you to fill in the blanks and sign. It will notify your old bank about the accounts you are closing and will give direction for disbursement of any remaining funds. (Make sure you allow plenty of time for any outstanding checks or automatic payments to clear.)

Step 3: *Direct Deposit Request-* Direct Deposit simplifies everything!! This form can be sent to your employer or other payment source, so your funds can be automatically deposited to your accounts each pay period. (Allow up to 30 days for processing).

Step 4: *Automatic Payment Cancellation Letter-* Fill out the prepared form for each vendor that receives an automatic payment from your checking account-your power company, insurance, etc. to switch any automatic payments so they'll come from your new Dearborn County Federal Credit Union account.

What do I do with my...

Unused checks and debit cards-just shred them!

Former bill payment accounts-bring us a list of your payees, and we'll help you set them up!

If you have any questions or need assistance, we are happy to help!! Simply call us at

812-537-8153, or stop by our office and our friendly staff will guide you through the easy steps to switch your accounts to Dearborn County Federal Credit Union.

*Please note: Before we can open a new account, we need to have signed membership application, a \$5.00 pledge, a photocopy of your driver's license(s), (both primary and joint account holder's), or other form of valid government issued ID, so we have it on file to accurately identify you in the future. All applications are subject to approval.

600 Wilson Creek Rd, Lawrenceburg, Indiana 47025 p. 812.537.8153 f. 812.537.8449
www.mydcfcu.org



ACCOUNT CLOSING LETTER

Date: _____

Financial Institution: _____

Address: _____

To Whom It May Concern:

Please close my account number _____, and send a check for the remaining balance, plus all interest or dividends payable to me at the address listed below:

(Account Holder Name)

(Address)

(City, State, Zip)

Thank You.

Sincerely,

Name (please print)

Signature

Joint Owner Name (please print)

Joint Owner Signature



Automatic Debit Request

Date: _____

Name of Company That Makes Automatic Debit:

Address:

To Whom It May Concern:

You are currently debiting \$ _____ for my _____

On _____ from the following account:

Financial Institution:

Routing and Transit Number:

Account Number:

Please STOP debiting the above account, and make the debit from the following account:

Dearborn County Federal Credit Union

Routing Number: 274974917

600 Wilson Creek Road

Account Number: _____

Lawrenceburg, IN 47025

Effective Date: _____

Thank You.

Name (please print)

Signature

Address

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Date:

To:

Re:

To : Whom It May Concern,

The above member are requested verification of their account number and routing number.
Information is as follows:

Acct # ___ - Savings ___ - Checking

Routing # 2 7 4 9 7 4 9 1 7

If you require any further assistance feel free to contact our office.

Sincerely,

Dearborn County F.C.U.

Note: For Social Security Direct Deposit , we can assist you with calling the Social Security Administration Direct Deposit Department at 1-800-772-1213 or signing up online at:

www.ssa.gov/deposit/

DEARBORN COUNTY FEDERAL CREDIT UNION

PROUDLY SERVING YOU SINCE 1962

One of your benefits as a new employee of your company is the Opportunity for you and everyone in your entire family to join the Credit Union. Once you are member of the Credit Union, your membership is life long. This means, if you switch jobs or move, your Credit Union will still be there to serve you. We are working hard to be our member's Primary Financial Institution,

We are proud to offer the following services to our Members:

- | | | |
|--------------------|-------------------------|--------------------------------|
| *Savings Accounts | *Free Checking Accounts | *Vacation & Christmas Club |
| * Auto Loans | *Personal Loans | *Shared Secured Loans |
| *Home Banking | *Bill Pay | *IRA's *Debit Cards |
| *Payroll Deduction | *Insurance Options | *Direct Deposit |
| *1st Mortgage | *2nd Mortgage | *Friendly Personalized Service |

Dearborn County Federal Credit Union is a federal chartered corporation under the laws of the United States. Credit Unions are an affordable alternative to a bank. We have lower fees and higher yields than traditional financial institutions. We are member owned, not for profit cooperatives. Our profits are given back to provide our members the highest possible value for their dollar. Credit Unions go beyond other financial institutions to try and accommodate our member's needs.

Becoming a member is quick and easy. All you'll need is an account card, a copy of your driver's license, and \$5.00 for the membership cost. We are open Monday-Friday, 8 AM-5PM and Saturday 8-12 (drive-thru only). If you can't make it during these business hours, please contact us and we can mail you an account card.

Stop in and see us or check us out on the web at **WWW.MYDCFCU.ORG**. With our personalized service, we will walk you through whatever financial endeavor your heart desires.

The National Credit Union Association provides
Governmental Insurance on all accounts up to \$250K.



REVISED 04/2019