



## SwitchKIT

### Welcome to NH Federal Credit Union

Switching your accounts to NH Federal Credit Union has never been easier! We've created a step-by-step packet to help make your transition to NHFCU quick and easy. Just follow the steps in our **SwitchKIT** to get started.

Follow these simple steps:

1. Open an account at one of our offices or request that we mail you your membership application.
  - Visit the About Us page on our website to locate our office closest to you.
  - Call us toll-free at 800.639.4039
2. Sign up for *e-branch* and *e-statements*.

Easily track your direct deposits, payments, transactions, and checks as they clear your NHFCU account, all for free online. Sign up for e-statements and view your account statements electronically at no charge. Turn off your paper statements to help avoid wasteful snail-mail and keep your account secure by eliminating threats of identity theft.
3. Stop using your former account and start using your NHFCU accounts as soon as possible.

Make sure you leave sufficient funds in your former accounts until all checks, payments and automatic withdrawals have cleared.
4. Change your direct deposit to NHFCU.

Complete the Direct Deposit Change Form to be submitted to your employer.
5. Change your automatic payments or withdrawals to NHFCU.

Complete the Automatic Payment & Withdrawal Change Form to make changes to your existing automatic account debits. This can be used for transactions such as loans, insurance payments, transfers, and more.
6. Close your former account at your prior institution.

Complete the Account Closing Request to let your former institution know that you wish to close your account. Don't forget to shred any old checks from these accounts as they may become a security risk for you.
7. Use our tracking sheet to make sure you don't miss anything during your transition.



## e-branch Enrollment and Paper Statement Opt-Out

### e-branch benefits:

- View Account Statements Online
- Check Account Balances and Histories
- Transfer Money Among Accounts
- Withdraw Funds by Check
- Purchase Certificates
- Search for cleared drafts by draft number
- View Joint Owners
- Get the Payoff Amount on Your Loan



### e-statement benefits:

- Electronic statements are available for up to two years following the month of your enrollment.
- Electronic statements are a secure method of receiving statements. NHFCU follows strict electronic commerce policies to ensure that personal information is safe when transacting business online. Paper statements delivered to a mailbox are subject to the risk of mail theft.
- Electronic statements are generally available a few days after the end of each statement period, whereas paper statements take longer to deliver.

Yes! **Sign me up for e-branch today.** I acknowledge that enrollment and use of e-branch is governed by the terms and conditions that are found at: <https://www.nhfcu-ebranch.org/Edisclos.htm>



Yes! **I would like to discontinue receiving my NHFCU account statement in the mail.** I understand I will have access to view my statements online through e-branch at [www.nhfcu.org](http://www.nhfcu.org) using an Internet browser such as Internet Explorer, Firefox or Chrome\*. I agree that I am responsible for retention of my statements and may either print them or save them in PDF format for my records. Notification that e-statements are ready to view will be sent to the e-mail address I have on file with the credit union. I must contact the credit union in writing or send a secure message through e-branch to update my email address. I may withdraw consent to opt-out of receiving paper statements at any time by contacting the credit union in writing or by sending a secure message through e-branch. The cost for receiving paper statements, or copies of, is outlined in the NHFCU Fee Schedule. Any future changes to my election will take effect within 30 days.

\* For complete details regarding system requirements please visit <http://www.nhfcu.org/estatemnts>

Member Number: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

Member E-mail: \_\_\_\_\_

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

ID Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Instructions on how to log into your account will be provided when you receive your temporary PIN and Password. If you have any questions please email us at [myaccount@nhfcu.org](mailto:myaccount@nhfcu.org).



SwitchKIT

Direct Deposit Change Form

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

To: \_\_\_\_\_  
*Company/Employer*

I have changed financial institutions. Please switch my Direct Deposit to NH Federal Credit Union  
effective: \_\_\_\_/\_\_\_\_/\_\_\_\_\_.

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

New Routing Number: 211489083

Type of Account:

Checking \_\_\_\_\_

Savings \_\_\_\_\_

Switching from: \_\_\_\_\_  
*Name of Previous Financial Institution*

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

Old Routing Number: \_\_\_\_\_

Account Holder: \_\_\_\_\_

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

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

Social Security Number (if required): \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Daytime Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

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

*Once you have completed this form, either hand-in or mail it to your employer's payroll or human resources department. Contact your employer to make sure no other special forms are required.*



## SwitchKIT

### Automatic Payment & Withdrawal Change Form

*To whom it may concern:*

I request to change the account from which you debit my automatic payments. Please see the details below.

**This request is in reference to the account I hold with your company:**

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

Account Number with Company: \_\_\_\_\_

Name on Account: \_\_\_\_\_

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

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

My Daytime Phone Number: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_\_

**Please discontinue taking payments from my old account:**

Old Financial Institution: \_\_\_\_\_

ABA/Routing Number: \_\_\_\_\_

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

**I hereby authorize any future automatic payments to be electronically debited from my NH Federal Credit Union account.**

NH Federal Credit Union's ABA/Routing Number: \_\_\_\_\_ 211489083

My New Account Number: \_\_\_\_\_

Please send me written confirmation of this change.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Contact each company to ask if there is any additional information needed to complete this request.*



# SwitchKIT

## Account Closing Request

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

To: \_\_\_\_\_  
*Financial Institution Name*

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

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

From: \_\_\_\_\_  
*Name(s) on Account*

Last 4 Digits of Social Security #: \_\_\_\_\_

Please **CLOSE** the following accounts with your institution:

ACCOUNT #1	Account Type	
	Account #	
	Send Payment (check one)	<input type="checkbox"/> At Once <i>or</i> <input type="checkbox"/> Defer Payment Until Close of Interest Payment
ACCOUNT #2	Account Type	
	Account #	
	Send Payment (check one)	<input type="checkbox"/> At Once <i>or</i> <input type="checkbox"/> Defer Payment Until Close of Interest Payment
ACCOUNT #3	Account Type	
	Account #	
	Send Payment (check one)	<input type="checkbox"/> At Once <i>or</i> <input type="checkbox"/> Defer Payment Until Close of Interest Payment

Forward funds to me at the following address:

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

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

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

Joint Account  
Holder Signature: \_\_\_\_\_

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



## SwitchKIT

### Tracking Your Switch to NHFCU

Switching is easy! Follow this simple checklist to ensure you don't miss anything when transitioning your account(s) to NHFCU.

- Open your new account(s) with NHFCU.  
Your NHFCU Account Number: \_\_\_\_\_  
NHFCU's Routing Number: \_\_\_\_\_ 211489083
- Sign up for *e-branch* and *e-statements*.
- Complete and send the direct deposit change form(s).
- Complete and send the automatic payment switch form(s).
- Complete the form to close your previous account and send to institution(s).
- Destroy all unused checks, deposit slips, ATM and debit cards. Keep your new NHFCU account and routing numbers in a handy, yet secure, location for direct deposit and automatic payment requests.

Use the form below to conveniently track the status of direct deposits, automatic payments and any outstanding checks before your close your account.

### Direct Deposits

<b>ONE</b>	Company (Name/Address)			
	Date Letter Mailed	/	/	<b>Status</b>
	Estimated Switch Date	/	/	
<b>TWO</b>	Company (Name/Address)			
	Date Letter Mailed	/	/	<b>Status</b>
	Estimated Switch Date	/	/	
<b>THREE</b>	Company (Name/Address)			
	Date Letter Mailed	/	/	<b>Status</b>
	Estimated Switch Date	/	/	

## Automatic Payments

<b>ONE</b>	Company (Name/Address)			
	Date Letter Mailed	/	/	<b>Status</b>
	Estimated Switch Date	/	/	
<b>TWO</b>	Company (Name/Address)			
	Date Letter Mailed	/	/	<b>Status</b>
	Estimated Switch Date	/	/	
<b>THREE</b>	Company (Name/Address)			
	Date Letter Mailed	/	/	<b>Status</b>
	Estimated Switch Date	/	/	
<b>FOUR</b>	Company (Name/Address)			
	Date Letter Mailed	/	/	<b>Status</b>
	Estimated Switch Date	/	/	

## Outstanding Checks

<b>ONE</b>	Outstanding Check Payable To			
	Outstanding Check #			
	Outstanding Check Amount			
	Date Cleared	/	/	
<b>TWO</b>	Outstanding Check Payable To			
	Outstanding Check #			
	Outstanding Check Amount			
	Date Cleared	/	/	
<b>THREE</b>	Outstanding Check Payable To			
	Outstanding Check #			
	Outstanding Check Amount			
	Date Cleared	/	/	
<b>FOUR</b>	Outstanding Check Payable To			
	Outstanding Check #			
	Outstanding Check Amount			
	Date Cleared	/	/	
<b>FIVE</b>	Outstanding Check Payable To			
	Outstanding Check #			
	Outstanding Check Amount			
	Date Cleared	/	/	