



Making the Switch: As Easy As 1 2 3!

This kit was developed to help valued members make a smooth and easy transition to switching their account to FirstDay. In three easy steps, you'll find everything you need to make the switch. Please feel free to stop by one of our branches or give us a call if you need assistance. Our staff will walk you through the simple steps of moving your accounts to FirstDay. Let's get started!

STEP 1:

The first step is to open your new membership accounts. Once you have received your new member number, you will have access to all of the great benefits that membership provides such as:

FEE FREE SAVINGS FOR 12 MONTHS*
FREE ONLINE BANKING/BILL PAY
FREE UNLIMITED ATM USAGE**
FREE ATM / MASTER MONEY CARD

*After 12 months a \$5.95 fee may apply, please review our Fees & Service Charges. **Other financial institution surcharges may apply.

STEP 2:

The next step should be to close your old accounts. Please ensure that all outstanding transactions have been completed, including electronic withdrawals and/or deposits. This process may take several weeks. Once you're sure that all transactions have posted to your old account you can ask your previous financial institution to send you any balance remaining from the old account. Be sure to destroy any left over checks, deposit slips, and ATM or debit cards from the old account.

STEP 3:

The third step in the process is to switch over your automatic transactions. FirstDay will provide you with the necessary forms to send off to other companies with whom you do business to notify them of your account changes. Make sure that you don't forget anyone! The most common automatic transactions come from your direct deposit from work, or social security (or other government agency), your utility and other monthly payments such as internet or cell phone service, as well as many insurance payments.

A FirstDay employee will be happy to assist you every step of the way through this switch process if needed. We hope that your Credit Union experience is convenient and valuable to you right from the start. If you haven't already done so, please check out our convenient products like Tax Saver Loans, Visa Credit Cards, Home Equity Loans and Lines, Scholarships, Notary Service, Travelers Checks and more! Why not get the most out of your membership? Thank you for switching your accounts to FirstDay Federal Credit Union and once again **Welcome To The Family!**



Account Closure Form

Please close my account described below effective on the following date: _____

Name(s) on Account: _____

Account Number(s): _____

Type of Account(s): _____

Please prepare a cashier's check made payable to: _____

For the amount of: \$ _____ representing the closing balance of my account.

Please mail the check to: FirstDay Federal Credit Union
P.O. Box 407
Dayton, Ohio 45405

Thank you in advance for your prompt attention to this matter. If you should have any questions or concerns, please contact me at the following daytime phone number _____.

Sincerely,

Account Holder Signature: _____

Joint Holder Signature: _____

Date: _____



Automatic Payment Update Form

To Whom It May Concern:

I am sending you this letter because I currently have an automatic payment set up that needs some information updates. I have changed the institution and account that my payments should come from as follows:

New Institution: FirstDay Federal Credit Union

Address: PO Box 407
Dayton, Ohio 45405

New Account Number and Type: _____

Routing Number: 242277853

Old Institution: _____

Old Account Number and Type: _____

Name on Account: _____

Account Holder Address / Phone: _____

City, State, Zip: _____

This update is effective beginning: _____

Please discontinue using my old account information beginning: _____

Thank you for your attention to this matter. If you have questions, please contact me.

Signed: _____ Date: _____



Direct Deposit Authorization

Employees requesting direct deposit complete and sign the authorization from which the payroll department retains on file. Some employees may wish to have part of their pay deposited into their checking and part deposited into their savings account. If the payroll system is capable of split deposits, offer it to employees to provide even greater freedom in allocating their pay.

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSIT

EMPLOYER NAME: _____

LOCATION: _____

I hereby authorize my EMPLOYER (named above) to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account or accounts listed below.

ABOUT YOUR ACCOUNT(S) (Where you want your deposit to go)

ACCOUNT:

FINANCIAL INSTITUTION NAME: FirstDay Federal Credit Union

FINANCIAL INSTITUTION ROUTING # 242277853

TYPE OF ACCOUNT CHECKING SAVINGS

ACCOUNT #: _____ % OF PAY TO THIS ACCOUNT _____

FIXED DOLLAR AMOUNT \$ _____

CREDIT UNION EMPLOYEE SIGNATURE/TITLE: _____

DATE: _____

This authority is to remain in full force until EMPLOYER has received written notification from me of its termination in such timely manner as to afford EMPLOYER and FINANCIAL INSTITUTION a reasonable opportunity to act on it.

NAME: _____

EMPLOYEE ID# _____

DATE: _____

SIGNATURE: _____

