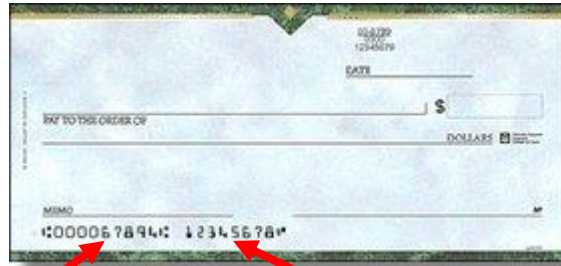


**Get Organized**

- Gather all pertinent information about your existing account(s) such as account number(s), bank routing number and recent statements.

**How to identify your account and routing number from any financial institution with your checks:**



**Routing number:**

000067894

**Account number:**

12345678

- Review your last few statements and note all automatic payments. **Note:** Not all established automatic payments occur on a monthly basis. Examples: Insurance premiums, Local or Federal Taxes, Water Bills, Home Owner Association Dues, etc may occur at different intervals.
- Review your statements and note all outstanding checks or pending payments that have not yet posted to your account. Remember to leave sufficient funds in the account with your other financial institution to cover these items.

**Open Your New Account**

- Open your account online or bring all prepared paperwork to your local [branch](#). If you need assistance with the paperwork our staff is always ready to assist you in every way! We will need monthly statements for all of the automatic payments you wish to change or add to BillPay (credit card statements, utilities, loan payments, etc.)
- Make sure you have a picture ID, previous banking information (financial institution name and voided check) and the funds to establish your Share, Checking, and/or Money Market Account as well as open a CD with us. The Credit Union will complete the forms with your new account information.

**Authorize Direct Deposit Changes / Establish New Direct Deposit with LCCU**

- Complete the Direct Deposit Authorization Form and submit to your Human Resources or Payroll office. **Note:** You will need to provide a deposit ticket or voided check from your new account package. You may be asked to fill out an additional form by your HR or Payroll office. However, all of the information you need will be on the completed Direct Deposit Form. We strongly suggest that you confirm with your payroll office the effective date of your first Direct Deposit to your LCCU account before changing your automatic payments.

**Change Your Automatic Payments**

- Set up or transfer your automatic payments.
- You can use the Automatic Payment Change form to assist you with this process. You will want to print multiple forms or make additional copies if you are changing more than one automatic payment. *Note: Most merchants provide secure websites that allow you to change your automatic payment information online.*
- Don't forget any automatic payments authorized using your Visa Check Card! You will want to stop the current transaction(s) and re-establish the payment once you have received your LCCU Visa Check Card. We have a Visa Check Card Form to assist you with documenting all of your current Visa Check Card payments.
- LCCU provides a free online BillPay Service through our LatinoDirectoNet member access website as an alternative to Automatic Payments. Online BillPay is a quick, convenient and less expensive alternative to writing and mailing checks as well as automatic payment drafts. We have a BillPay Change Form to assist you with documenting all of your current BillPay payments. The BillPay Service keeps you in control of your payments.

**Close Your Old Account**

- Confirm all checks have cleared your old checking account, BillPay has been cancelled and reestablished with LCCU and that all automatic payments have been transferred to your new checking account.
- Complete the Account Closure Form and send to your old financial institution. *Note: Some financial institutions may require additional forms before closing your account.*
- Destroy any unused checks, ATM/Debit cards and deposit tickets associated with your old account(s).



Please use this form to initiate or change your existing Direct Deposit. Take the completed form to your Human Resources/Payroll office.

**Employer Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Employee Information**

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

Employee ID \_\_\_\_\_ Social Security Number or ITIN \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone \_\_\_\_\_

**New Direct Deposit Information**

Latino Community Credit Union  
100 West Morgan St, Durham, NC 27701

Routing Number 053185503

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

*To have your funds deposited to an LCCU checking account you will enter 0170 plus your checking account number. If the account number is not equal to 8 digits you will need to include leading zeros before the account number but after the 0170. If you want your funds in a shares (savings) account, add zeroes before your account number until you have in total 11 digits.*

**Authorization for Direct Deposit**

I authorize \_\_\_\_\_ (employer) to deposit my payroll check directly to the account listed above effective \_\_\_\_\_ (date).

Signature \_\_\_\_\_



An Automatic Payment is when you authorize a Payee/Merchant to electronically withdraw funds from your checking account to pay a recurring bill (power, phone, cable, etc). These authorizations can be changed by preparing this form and sending it to the Payee/Merchant or by visiting their website and making the changes online with your new account information with LCCU.

### Payee/Merchant Information

Name of Payee/Merchant \_\_\_\_\_

Account Number with Payee/Merchant \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Existing Account Information

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

Routing Number \_\_\_\_\_

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

### New Account Information

Name of Financial Institution Latino Community Credit Union

Routing Number 053185503

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

*Your LCCU account number, if a checking account, will begin with 0170 plus your checking account number. If the account number is not equal to 8 digits you will need to include leading zeros before the account number but after the 0170.*

### Authorization

Effective \_\_\_\_\_ (date), please stop debiting my existing account for this payment and begin debiting my new account. Please provide written confirmation when this change has been completed.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



Please use this form to record all existing Bill Payments from your old checking account. Go to [www.latinoccu.org](http://www.latinoccu.org) and enroll in [LatinoDirectoNet](#) with your VISA card number and the voice pin you were given once you opened your account to establish BillPay on your new checking account. Once you have completed this step you will need to remember to cancel your Bill Payments on your old checking account.

<b>Payee Name</b>			
<b>Payee Address</b>			
<b>Account Number</b>			
<b>Payment Frequency (monthly, weekly, etc)</b>		<b>Next Send Date</b>	
<b>Payee Name</b>			
<b>Payee Address</b>			
<b>Account Number</b>			
<b>Payment Frequency (monthly, weekly, etc)</b>		<b>Next Send Date</b>	
<b>Payee Name</b>			
<b>Payee Address</b>			
<b>Account Number</b>			
<b>Payment Frequency (monthly, weekly, etc)</b>		<b>Next Send Date</b>	
<b>Payee Name</b>			
<b>Payee Address</b>			
<b>Account Number</b>			
<b>Payment Frequency (monthly, weekly, etc)</b>		<b>Next Send Date</b>	



**Switch Kit  
Form 5: Visa Check Card Change Form**

Please use this form to assist you in identifying Payee/Merchants you have authorized recurring withdrawals using your old Visa Check Card. Reviewing your last monthly statement on your old checking account will assist you in identifying these transactions. Most Payee/Merchants provide secure websites that allow you to update your Visa Check Card information online which is effective immediately. You will need to provide your new LCCU Visa Check Card number, expiration date and possibly the CVV2/Security Code located on the back of your card.

<b>Payee Name</b>			
<b>Website Address</b>			
<b>Account Number</b>			
<b>Payment Amount</b>		<b>Due Date</b>	
<b>Payee Name</b>			
<b>Website Address</b>			
<b>Account Number</b>			
<b>Payment Amount</b>		<b>Due Date</b>	
<b>Payee Name</b>			
<b>Website Address</b>			
<b>Account Number</b>			
<b>Payment Amount</b>		<b>Due Date</b>	
<b>Payee Name</b>			
<b>Website Address</b>			
<b>Account Number</b>			
<b>Payment Amount</b>		<b>Due Date</b>	
<b>Payee Name</b>			
<b>Website Address</b>			
<b>Account Number</b>			
<b>Payment Amount</b>		<b>Due Date</b>	

Please use this form to close your old checking account. Do not send this to your previous financial institution until you are sure that the following has occurred:

- All outstanding items have posted to your old checking account
- Direct Deposits and Automated Payments are now established with your new LCCU account
- BillPay Payments set up on your old checking account have been canceled and reestablished with your new LCCU account

**Previous Financial Institution Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Request to Close Account(s)**

This letter is to inform you that I/we have decided to close the account(s) listed below effective immediately. I/we have verified that all outstanding items have cleared.

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

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

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

- Please close the account(s) requested above and mail the balance, made payable to the Account Owner(s), with any interest to my address.
- Please close the account(s) requested above and mail the balance, made payable to the Account Owner(s), with any interest to:

Latino Community Credit Union  
PO Box 25360  
Durham, NC 27701

**Authorization to Close Account(s)**

Account Owner Signature \_\_\_\_\_

Account Co-Owner Signature \_\_\_\_\_

Print Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Phone \_\_\_\_\_