

See our entire Switch Kit online:  
[www.mtefcu.org/online-services/switch-kit/](http://www.mtefcu.org/online-services/switch-kit/)



**MICHIGAN TECH  
EMPLOYEES FEDERAL**  
**CREDIT UNION**

Houghton Branch • 700 E. Sharon Ave.  
**906.482.5005**

Hancock Branch • Quincy Centre, Suite 1  
787 Market Street  
**906.482.5005**

Pelkie Branch • 5457 Pelkie Rd.  
**906.353.6634**

*memberservices@mtefcu.org*

**Visit us on the web:**  
*www.mtefcu.org*



IT'S  
SIMPLE TO  
SWITCH.



*Ready to "Leave" Your Bank?*



**MICHIGAN TECH  
EMPLOYEES FEDERAL**  
**CREDIT UNION**

# IT'S SIMPLE TO SWITCH.

Here are five simple steps to switch your bank accounts to MTEFCU:

**1. Open your new MTEFCU account(s):**

Stop by an MTEFCU branch (Houghton, Hancock or Pelkie) to open your account. Make a note of your account number and routing number.

**2. Stop using your old accounts:**

Let all your checks clear. This could take up to 10 days. Destroy any unused checks, Debit/ATM cards and deposit slips.

**3. Change direct deposits:**

All the forms you need are in our online or in-lobby Switch Kit. Simply fill out this form and give it to your employer, the Social Security Administration or your retirement plan. Include a new deposit slip or voided check.

**4. Change automatic payments:**

Use our Switch Kit form to change all automatic withdrawals or automated payment services. Use the handy checklist on the opposite page of this brochure. Don't forget about debit card automatic payments made online.

**5. Close your old accounts:**

Send in the Account Closure form to close your old account. If, after all your checks have cleared, you have a remaining balance, your old bank will send a check to your new MTEFCU account. It's as simple as that!

## Easy Web/BillPay Checklist

Are any of the following expenses paid automatically? If so, change each account--replacing your old bank account number with your new MTEFCU account number:

- 
- Mortgage/Rent
  - Home/Renter's Insurance
  - Auto Loan/Lease
  - Auto Insurance
  - Health/Life Insurance
  - Electricity
  - Gas Company
  - Water
  - Oil
  - Home/Cellular Phone
  - Long Distance
  - Cable TV
  - Auto Club (AAA, Onstar, etc.)
  - Memberships (Health Club, Magazine Subscriptions, etc.)
  - Credit Cards
  - Department Store Credit Cards
  - Loans (Personal, Student, HELOC, etc.)
  - Transportation/Parking
  - Savings/Investments/Annuity Payments
  - Other \_\_\_\_\_
  - Other \_\_\_\_\_

### Questions? Call 906.482.5005

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**MICHIGAN TECH EMPLOYEES  
FEDERAL CREDIT UNION**

# Account Closure Request Form

Once all of your outstanding payments and checks have cleared, you can close your old account by completing this form and mailing it to your old bank. *Please note—keep copies of all documents for your personal records.*

## Previous Bank Information:

Date: \_\_\_\_\_ Name of Financial Institution: \_\_\_\_\_

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

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

Previous Account #: \_\_\_\_\_

Primary Account Holder Name: \_\_\_\_\_

Joint Account Holder(s) Name(s): \_\_\_\_\_

## Your Information:

This letter is to inform you that I have decided to close the account(s) noted below as of \_\_\_\_\_ (date).

Please close the account(s) noted below and mail the balance and any interest earned to my address.

## Account 1:

Old Account #: \_\_\_\_\_

Old ABA Routing #: \_\_\_\_\_

## To MTEFCU:

New Account #: \_\_\_\_\_

Checking  Savings

New ABA Routing #: **291172682**

## Account 2:

Old Account #: \_\_\_\_\_

Old ABA Routing #: \_\_\_\_\_

## To MTEFCU:

New Account #: \_\_\_\_\_

Checking  Savings

New ABA Routing #: **291172682**

## Receiving Institution Information: Please include the following items on all communication.

Michigan Tech Employees Federal Credit Union  
700 E. Sharon Ave.  
Houghton, MI 49931  
ABA Routing Number 291172682

MTEFCU Account #: \_\_\_\_\_

Account Type: \_\_\_\_\_

## Upon closure of the account(s), please send a confirmation to the address below.

Sign: **X** \_\_\_\_\_  
PRIMARY ACCOUNT HOLDER (SIGN)

Print Clearly: \_\_\_\_\_  
PRIMARY ACCOUNT HOLDER (PRINT)

Sign: **X** \_\_\_\_\_  
JOINT ACCOUNT HOLDER (SIGN)

Print Clearly: \_\_\_\_\_  
JOINT ACCOUNT HOLDER (PRINT)

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

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

(906)-482-5005  
memberservices@mtefcu.org  
mtefcu.org



MICHIGAN TECH EMPLOYEES  
FEDERAL CREDIT UNION

# Direct Deposit Authorization

It's easy to switch your direct deposits to your Michigan Tech Employees Federal Credit Union (MTEFCU) account. Print out a copy of this form, fill it out, and submit it (with a voided check, if required) to your employer or any other institution. Should you need any assistance with this form, stop by our Houghton branch or call 906-482-5005.

*Please note—keep copies of all documents for your personal records.*

## Your information:

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

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

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

Social Security or Employee Number : \_\_\_\_\_

## I authorize my direct deposit to be changed

from my current bank account #: \_\_\_\_\_

at (financial institution): \_\_\_\_\_

to my MTEFCU account(s) listed below:

Share Draft (checking) #: \_\_\_\_\_

Amount/percentage to be deposited: \_\_\_\_\_

Share (savings) #: \_\_\_\_\_

Amount/percentage to be deposited: \_\_\_\_\_

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

ABA Routing Number: 291172682

I authorize \_\_\_\_\_  
(the source of my payments) to initiate credit entries and, if necessary, to initiate any debit entries to correct an erroneous credit entry to my account(s) at MTEFCU. I understand that this authorization replaces any previous authorization and will remain in full force and effect until the company named above has received written notification from me of its termination in such time as to afford the company and depository a reasonable opportunity to act.

Sign: **X** \_\_\_\_\_  
PRIMARY ACCOUNT HOLDER (SIGN)

Print Clearly: \_\_\_\_\_  
PRIMARY ACCOUNT HOLDER (PRINT)

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

### Instructions for Employer/Payment Provider

Please direct all debit or credit entries of the individual above to:

**Michigan Tech Employees Federal Credit Union**  
**ABA Routing Number 291172682**  
**700 E. Sharon Ave.**  
**Houghton, MI 49931**

**(906)-482-5005**  
memberservices@mtefcu.org  
mtefcu.org



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# Automatic Payment Transfer Form

Your Share Draft (Checking) Account comes with free online BillPay. However, if you would like us to transfer your existing payments with individual companies (utilities, mortgage, credit card, etc.), then print, complete, sign, and return this form to each company. Make additional copies of this form as necessary.

*Please note—keep copies of all documents for your personal records.*

## Payee/Company Information:

Date: \_\_\_\_\_ Name of Payee: \_\_\_\_\_

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

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

## Instructions:

I would like to change my payment instructions for Account #: \_\_\_\_\_

Currently, you are debiting payment from my old bank account at:

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

ABA Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

As of \_\_\_\_\_ (date), please stop debiting this account and start debiting from my new account at Michigan Tech Employees Federal Credit Union (MTEFCU).

## My New Information:

New ABA Routing #: **291172682**

New MTEFCU Account #: \_\_\_\_\_

**Michigan Tech Employees Federal Credit Union**  
**700 E. Sharon Ave.**  
**Houghton, MI 49931**  
**ABA Routing Number 291172682**

**Please send me a written confirmation of the date this change will be effective on your system.**

Sign: **X** \_\_\_\_\_  
PRIMARY ACCOUNT HOLDER (SIGN)

Print Clearly: \_\_\_\_\_  
PRIMARY ACCOUNT HOLDER (PRINT)

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

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

