



1619 Plainfield NE, Grand Rapids  
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myKCCU.com

## ***Simple Switch***

Now that you've opened your Kent County Credit Union account(s), go ahead and switch everything over from your old account. The following forms and check list make it simple.

- All checks have cleared my old account.
- Enough funds are still available to cover any automatic payments from my old account.
- Send written notice to change my direct deposit (Payroll, Social Security, Interest Payments, etc.) - ***form provided.***
- Send written notice to change my automatic payments (ACH) from vendors who automatically take their payments (Utilities, Insurances, Cable, etc.) - ***form provided.***
- Send written notice to my old financial institution that I'm closing the account - I'm kissing my bank good-bye! - ***form provided.***

With your Kent County Credit Union checking account, you can sign up for CU\*EasyPay, our FREE online bill payment service. Once you have established this service, you can set up your payments - it's secure & easy. Any questions, give us a call or stop by and we will help.

We also offer VISA credit cards and we can help you transfer your current credit card outstanding balance\*.

\*Based on qualifying factors.



# Direct Deposit Simple Switch Form

Give or send this to your present employer.  
To change Social Security Direct Deposits call 800-333-1795.

Request for Account Number Change for Direct Deposit.

**To:**

**From:**

\_\_\_\_\_  
Employer's Name

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

\_\_\_\_\_  
Employer's Address

\_\_\_\_\_  
Member Address

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

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

**To Whom It May Concern:**

Please redirect my direct deposit to my Kent County Credit Union account as directed below:

**Account Type:**     Checking                       Savings

**Effective:**         Immediately                       Date to begin \_\_\_\_\_

**My Kent County Credit Union Account Information:**

\_\_\_\_\_  
Account Number  
**272480791**  
\_\_\_\_\_  
Routing Number

Kent County Credit Union  
1619 Plainfield NE  
Grand Rapids, MI 49505

**Thank you for your prompt response to my request.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Direct Payment Simple Switch Form

Send this to the company that receives your automatic Direct Payment (ACH).

**To:**

**From:**

\_\_\_\_\_  
Company Receiving Direct Payment

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

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
Member Address

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

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

\_\_\_\_\_  
Direct Payment Account Number

\_\_\_\_\_  
Member Phone

**To Whom It May Concern:**

I hereby request and authorize that my electronic payment from:

My OLD financial institution: \_\_\_\_\_ Account # \_\_\_\_\_  
should now be redirect to my Kent County Credit Union account as directed below:

**My Kent County Credit Union Account Information:**

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

**272480791**

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

Kent County Credit Union  
1619 Plainfield NE  
Grand Rapids, MI 49505

**Account Type:**     Checking                       Savings

**Effective:**         Immediately                       Date to begin \_\_\_\_\_

**Thank you for your prompt response to my request.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Account Closing Request

Send this to your former financial institution. They may require additional forms be completed.

**To:**

**From:**

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

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

\_\_\_\_\_  
Financial Institution Address

\_\_\_\_\_  
Member Address

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

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

\_\_\_\_\_  
Member Phone

**To Whom It May Concern:**

Please close my following account(s) effective immediately and send a check for the remaining balance to my address above.

I understand that all checks, automatic payments and other transactions need to have cleared before completely closing my account(s). I have made arrangements to switch my automatic Direct Deposits and Payments.

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

\_\_\_\_\_  
Joint Name on Account

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

\_\_\_\_\_  
Type of Account

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

\_\_\_\_\_  
Type of Account

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

\_\_\_\_\_  
Type of Account

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

\_\_\_\_\_  
Type of Account

**Thank you for your prompt response to my request.**

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Joint Signature

\_\_\_\_\_  
Member Name (print)

\_\_\_\_\_  
Joint Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date