



# New Horizon Federal Credit Union

180 Second Street SW  
Barberton, OH 44203

Phone: 330-745-8897 / Fax: 330-745-8055

[www.newhorizonfcu.com](http://www.newhorizonfcu.com)

## PERSONAL SWITCH KIT - LEAVING YOUR BANK MADE EASIER!

### **WELCOME TO NEW HORIZON FEDERAL CREDIT UNION**

At New Horizon Federal Credit Union we are making it easy for you to maximize your money and your time. Through your home, PC, telephone, ATM's or in the Credit Union, you will be able to do all you're financing at one time, and in less time. We're making it simple for you to switch all your accounts to New Horizon Federal Credit Union and use us as your primary financial institution. Here at the Credit Union we are all about supporting our member's wants and needs, serving with pride since 1935!

Each form enclosed in this packet will assist you in making the switch. Simply fill out the forms enclosed and use the checklist to guide you through all of the necessary steps.

### **IN THIS KIT YOU'LL FIND:**

- ❖ Helpful information and a checklist on how to proceed.
- ❖ Handy worksheets to keep track of account information automated deposits and automated payments.
- ❖ Letters to redirect your automatic deposits and payments through your new account.
- ❖ An account closing notification letter for your former bank
- ❖ A membership application to make your switch process fast and simple

If you have any concerns or questions about switching your accounts, feel free to call and speak with a Member Service Representative, or stop by our Credit Union.

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**Just follow these four easy steps.**

**1. Open your new Savings and or Checking account at New Horizon Federal Credit Union.**

Fill out the membership application within this switch kit. Come to our Credit Union at 180 Second St S.W. in Barberton, Ohio. Please bring all account holders and bring the following items for each person. **\*\* Checking accounts require a Chex System to be run on each account holder before opening\*\***

- ❖ A valid driver's license for each account holder (proof of address will be needed if address is not current on ID)
- ❖ Minimum opening deposit of \$5.00

**2. Transfer your direct deposits and automatic payments to your new account.**

- ❖ Use the Automatic Transfer Form and the Direct Deposit Form in this kit. Make as many copies as you need. You will need one for EACH company.
- ❖ Use the Direct Deposit and Automatic payment checklist provided in the kit to help you organize your procedures and forms. If you wish, one of our Member Service Representatives will be glad to assist you with this.

**3. Stop using your previous bank account.**

- ❖ Leave sufficient funds in your old account to cover any outstanding checks, automatic payments, or debit card transactions.
- ❖ Destroy your unused checks, deposit slips, ATM and DEBIT cards from your previous bank, or bring them with you and we will shred them for you.

**4. Close your previous bank account.**

- ❖ Be sure to verify that all outstanding checks, automatic payments, and debit card transactions have cleared your old account, and that your direct deposits and automatic payments have been transferred to your New Horizon account.
- ❖ After verifying, fill out and mail the Account Closure form within this kit to your previous bank.

**\*\* REVIEW AND COMPLETE THE SWITCH KIT CHECKLIST ALONG WITH THESE 4 STEPS \*\***

*New Horizon Federal Credit Union is not responsible for overdraft charges due to insufficient funds at your previous bank*



## SWITCH KIT CHECKLIST

*Print this checklist and check off the boxes on your printed copy as you complete items \*\**

- Fill out the membership application and hand it to a Member Service Representative at New Horizon Federal Credit Union and receive your new account number.
  - Fill out the **REQUEST TO TRANSFER AUTOMATIC PAYMENT FORM** for each automatic payment you have being withdrawn from your checking account. Mail these forms to the companies. **\*\* AN AUTOMATIC PAYMENTS WORKSHEET AND CHECKLIST ARE INCLUDED \*\***
  - Fill out the **COMPANY DIRECT DEPOSIT FORM** if you are starting your payroll for the first time. Hand in to your payroll department if it's your regular payroll. If you already have direct deposit, fill out the **REQUEST TO TRANSFER DIRECT DEPOSIT** and hand to your HR manager or payroll department. If you have any other direct deposits (i.e., child support, court-issued deposits, investment dividends, transfers from other financial institutions, etc.) you must notify them that you want to switch your deposits to your New Horizon Federal Credit Union account. **\*\* A DIRECT DEPOSIT WORKSHEET AND CHECKLIST ARE INCLUDED \*\***
  - Contact companies that take payments from your old checking account using a debit card. Inform them of your new checking account at New Horizon Federal Credit Union and New Horizon's routing number.
  - Make certain funds are available in your old account to cover any automatic payments, checks, and debit card transactions that may still be withdrawn. Check maturity dates on Certificates of Deposit (CD) if transferring in order to avoid early withdrawal penalties.
  - Verify that all checks, debit card transactions, and scheduled payments have cleared your old account.
  - Verify your direct deposits and automatic payments have begun posting to your new account at New Horizon Federal Credit Union.
  - Fill out the Letter of Closure and send to your old financial institution informing them you are closing your account and to send your balances to your new account.
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## ACCOUNT TYPE

All of the terms, conditions, form of account ownership, account selection, and other information indicated on this Card apply to all of the accounts listed unless the Credit Union is notified in writing of a change.

- |  |   |
|--|---|
| <input type="checkbox"/> Share/Savings                 | <input type="checkbox"/> Christmas Club/Savings |
| <input type="checkbox"/> Share Draft/Checking          | <input type="checkbox"/> Travel Account/Savings |
| <input type="checkbox"/> Share Certificate/Certificate | <input type="checkbox"/> Other                  |

## MEMBER APPLICATION AND OWNERSHIP INFORMATION

Member/Owner \_\_\_\_\_

Street: \_\_\_\_\_ SSN/TIN: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Drivers Lic. No. \_\_\_\_\_

Home Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Password: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Employer: \_\_\_\_\_

Membership Eligibility \_\_\_\_\_ E-mail: \_\_\_\_\_

## TIN CERTIFICATION AND BACKUP WITHHOLDING INFORMATION

***Under penalties of perjury, I certify that:***

- (1) The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued), and***
- (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and***
- (3) I am a U.S. citizen or other U.S. person. For federal tax purposes, you are considered a U.S. person if you are: an individual who is a U.S. citizen or U.S. resident alien; a partnership, corporation, company, or association created or organized in the United States or under the laws of the United States; an estate (other than a foreign estate); or a domestic trust (as defined in Regulations section 301.7701-7).***

**Certificate Instructions:** Cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. Cross out item 3 and complete a W-8 BEN if you are not a U.S. person.



**ACCOUNT OWNERSHIP**

Designate the ownership of the accounts and responsibility for the services requested.

- Individual
- Joint Account with Rights of Survivorship
- Joint Account without Rights of Survivorship

**Joint Owner** \_\_\_\_\_

Street: \_\_\_\_\_ SSN/TIN: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Drivers Lic. No. \_\_\_\_\_

Home Phone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Password: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Employer: \_\_\_\_\_

Employment: \_\_\_\_\_ E-mail: \_\_\_\_\_

**ACCOUNT DESIGNATIONS**

- Payable on Death (POD)/Trust Account
  - All Accounts
  - Designate Specific Accounts: \_\_\_\_\_

Beneficiary/POD Payee: \_\_\_\_\_ Beneficiary/POD Payee: \_\_\_\_\_

Street: \_\_\_\_\_ Street: \_\_\_\_\_

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

**AUTHORIZATION**

*By signing below, I/We agree to the terms and conditions of the Membership and Account Agreement, Truth-in-Savings Disclosure, Funds Availability Policy Disclosure, if applicable, and to any amendment the Credit Union makes from time to time which are incorporated herein. I/We acknowledge receipt of a copy of the agreements and disclosures applicable to the accounts and services requested herein. If an access card or EFT service is requested and provided, I/We agree to the terms of and acknowledge receipt of the Electronic Fund Transfers Agreement and Disclosure. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.*

X \_\_\_\_\_  
Signature (Member/Owner) \_\_\_\_\_ Date \_\_\_\_\_

X \_\_\_\_\_  
Signature (Joint Owner) \_\_\_\_\_ Date \_\_\_\_\_



## Request to Transfer Automatic Payment Form

Date:

Payee Company Name:

Address:

City

State

Zip Code

**To whom it may concern:**

**This letter serves as a request to have my Automatic Payment transferred to my new account with  
New Horizon Federal Credit Union.**

**My information is as follows:**

Account Number with Payee Company:

Name:

Address:

City

State

Zip Code

Phone Number:

Email Address:

**The Automatic Payment is currently being withdrawn from my account with:**

Former Bank Name:

Former Bank ABA Routing Number:

Former Bank Account Number:

Checking

Savings

**Please redirect the Automatic Payment from my account at New Horizon Federal Credit Union as follows:**

New Horizon FCU Address: 180 Second St S.W. Barberton, Ohio 44203

New Horizon FCU ABA Routing Number:  
241273861

New Horizon FCU Account Number:

Checking

Savings

Make this change effective:

**Sincerely,**

Signature:

Print Name:

Date:





## Direct Deposit & Automatic Payments Check List

### Direct Deposits:

- Payroll
- Retirement Income/Pension
- Investment Income
- Social Security
- Child Support
- Other

### Automatic Payments:

- Home Mortgage
- Car Payment
- Car Insurance
- Home Equity Loan
- Student Loan
- Health Insurance
- Life Insurance
- Credit Card Payments
- Water Bill
- Gas and Electric
- Cable TV
- Online Service
- Telephone
- Cell Phone
- Charitable Contributions
- Subscriptions
- Dues and Memberships
- Other

This handy Check List will help you remember all the direct deposits and automatic payments that you need to transfer to your New Horizon Federal Credit Union account. You might want to refer back to a few of your most recent bank statements to make sure you haven't overlooked anything.

### Locate these numbers next

You will need the routing number and account number from your previous account and your New Horizon Account (routing number is 241273861, and you will be assigned an account number once you bring us your membership application.

The routing number to your previous bank is in the lower left corner of your check, between two symbols. If you only have a savings you can ask a Customer Service Representative at your previous bank for the routing number.

Your account number for your previous bank follows the routing number.

*New Horizon offers quick and powerful electronic options to help you manage expenses.*

*Pay and receive bills online with Click-N-Pay. It's fast, easy and secure.*

*Use your New Horizon VISA to easily pay all kinds of company bills.*

*Set up other automated transactions to electronically process through your checking account.*





## COMPANY DIRECT DEPOSIT FORM

Employee Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

I authorize (EMPLOYER) \_\_\_\_\_ to automatically deposit my net wage or \$ \_\_\_\_\_ each pay period to my:

Checking Account ( 9 digit #) \_\_\_\_\_

Savings Account (9 digit #) \_\_\_\_\_

**Routing Number: 241273861**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please complete this form and submit it to your employer's payroll clerk. The clerk may have another form for you to complete. This form is intended to be an easy way to remember the account numbers you will need to start direct deposit.*

## Social Security Administration (SS and SSI)

Recipients already receiving Social Security and or Supplemental Security Income benefits through direct deposit may change their account or bank information by calling **1 (800) SSA-1213 (1-800-772-1213)**. Social Security's toll-free number operates from 7 a.m. to 7 p.m., Monday to Friday. If you have a touch-tone phone, recorded information and services are available 24 hours a day, including weekends and holidays. People who are deaf or hard of hearing may call SSA toll-free TTY number, **1 (800) 325-0778**, between 7 a.m. and 7 p.m. on Monday through Friday. Please have your Social Security number available when you call.



**OR**

The Social Security Administration provides a secure Web environment where you may change your direct deposit information. Through their site, you may change your current direct deposit to another account or financial institution. To utilize this service, you must establish a password at the Social Security site. Or you can visit [www.socialsecurity.gov/deposit/](http://www.socialsecurity.gov/deposit/) to change your direct deposit.



Use this form to record information for companies that will be making automatic deposits into your New Horizon account. Including verification that the switch was made.

**DIRECT DEPOSIT WORKSHEET**

Deposit	Company Name	Account Number	Amount	Date of Deposit	Switch Complete 
Example:	Pension	12345	\$1200.00	5 <sup>th</sup> of Month	
Payroll					
Retirement					
Social Security					



## Request to Transfer Direct Deposit

Date:

Deposit Originating Company Name:

Address:

City

State

Zip Code

**To whom it may concern:**

**This letter serves as a request to have my Direct Deposit transferred to my new account with New Horizon Federal Credit Union.**

**My information is as follows:**

Account Number with Deposit Originating Company:

Name:

Address:

City

State

Zip Code

Phone Number:

Email Address:

**The Deposit is currently being deposited to the following account:**

Former Bank Name:

Former Bank ABA Routing Number:

Former Bank Account Number:

Checking

Savings

**Please redirect the Direct Deposit to my account at New Horizon Federal Credit Union as follows:**

New Horizon FCU Address: 180 Second St S.W. Barberton, Ohio 44203

New Horizon FCU ABA Routing Number:  
241273861

New Horizon FCU Account Number:

Checking

Savings

Make this change effective:

**Sincerely,**

Signature:

Print Name:

Date:



## Request to Close Account

Date:

Financial Institution Name:

Address:

City

State

Zip Code

**To whom it may concern:**

**This letter serves as a request to close the following account number(s):**

Account Number

Checking  
 Savings

Name on Account

Account Number

Checking  
 Savings

Name on Account

Account Number

Checking  
 Savings

Name on Account

**Please send a check for the remaining balance to:**

Name:

Address:

City

State

Zip Code

**Sincerely,**

Signature

Print Name

Date

Joint Signature(if applicable)

Print Name

Date