



Switch Your Checking Account to PFFCU

By switching your checking account to PFFCU you will be able to take full advantage of all our FREE Access Services such as FREE Direct Deposit, FREE Online Banking with FREE Bill Pay, FREE PFFCU Mobile App, and FREE 24-Hour *EXPRESS*Banker.

- Open a FREE PFFCU Checking Account by visiting a branch, applying online at www.PFFCU.org, or by phone at 1-800-228-8801 or 215-931-2300. You should also apply for a PFFCU Debit Card when you contact us.
- Sign up for FREE PFFCU Online Banking and FREE 24-hour *EXPRESS* Banker. You can sign-up online at www.PFFCU.org.
- Enroll in FREE PFFCU Bill Pay through Online Banking.
- Download the FREE PFFCU Mobile App through the App Store on your iPhone, iPad or Google Play on your Android device.

The checklist below will guide you through what you need to do in order to easily switch to PFFCU. To make this process even easier you can use the forms that are referenced in the checklist.

SWITCH KIT CHECKLIST

- ✓ Have your employer transfer your payroll direct deposit to PFFCU. Give them the Direct Deposit Authorization form we have provided, which includes our ABA routing number.
- ✓ If you are receiving other automatic deposits to your existing account such as retirement, pension and/or social security contact the group that is making these deposits and tell them to route future deposits to PFFCU. To change Social Security deposits, visit www.ssa.gov/deposit/howtosign.htm or call the Social Security Administration at 1-800-772-1213 (TTY 1-800-325-0778). To contact the Veterans Administration call 1-800-827-1000. Use the Automatic Debit form for other automatic deposits. This form has all the key information (PFFCU address, phone number and routing number) that will be needed with the exception of your PFFCU account number which you can provide.
- ✓ If you currently have automatic withdrawals made from your old account (i.e. subscriptions, memberships) use the Automatic Withdrawal form to notify the companies that you are closing your old account and that you wish to now have the withdrawals made from your PFFCU account. You can also set-up new withdrawals by using the same Automatic Withdrawal form.
- ✓ Contact companies that take payments from your old checking account using a debit card. Inform them of your new PFFCU debit card number and expiration date.
- ✓ Let outstanding checks and automated withdrawals clear out of your old account. Make sure funds are available in your old account to cover these items.
- ✓ Dispose of your old checks, debit cards, credit cards and deposit slips.
- ✓ Use the Checking Account Closing Request form to notify your old financial institution that you are closing your account. Cancel your current electronic bill pay service if you have one.