



**FEDERAL CREDIT UNION**

### **New Account Conversion Checklist**

- \_\_\_\_\_ Make sure all checks and automatic withdrawals have cleared your old checking account.
- \_\_\_\_\_ Make sure you leave enough funds in your old account to cover any automatic payments that have yet to be withdrawn.
- \_\_\_\_\_ Send written notice to your direct deposit vendors informing them of your new account number and Monroe Telco FCU's routing number. (See attached Direct Deposit Change Request Form)
- \_\_\_\_\_ Send written notice to your vendors who automatically take payments from your checking account, such as utility companies, insurance companies, internet service providers, etc. (See attached Automatic Payment Authorization Letter)
- \_\_\_\_\_ Send written notice to your old financial institution that you are closing the account. (See attached Account Closing Request Form)