financial institution SWITCHkit www.fiswitchkit.com

Switch Kit Pre-Transfer Worksheet

The Switch Kit is a free online tool that allows you to quickly and easily change your accounts from a financial institution to Greater Iowa Credit Union. By filling out a series of forms, the Switch Kit provides all the documentation that is needed to complete the process. The pre-transfer worksheet is intended to help you gather all of the information needed before filling out the online Switch Kit forms. Once that information has been collected, you're ready to switch.

The information you will need to collect:

- **Your new Greater Iowa Credit Union account number.**
  If you don't have an account with Greater Iowa Credit Union you will need to open one before switching. Go to https://www.greateriowacu.org for more information. If you have both a checking account and a savings account you will have the option to select which account your Direct Deposits, Electronic Payments, and Payroll funds are transferred to.

- **Your previous financial institution information.**
  Your previous financial institution information is needed for you to close your previous accounts.

- **A list of any automated debits (ACH)**
  Gather all information on companies that make electronic withdrawals from your account. This includes automatic debits (ACH) or automatic charges to your debit and/or credit card. Common uses of automatic debits include rent/mortgage, utilities, phone and cable bills.

- **Any Direct Deposits.**
  List any companies who regularly deposit funds into your account. Some common uses of Direct Deposit include payroll, taxes, or expense reimbursements. Social Security customers need to call the Social Security Administration at 1-800-772-1213 or go to www.ssa.gov/deposit/howtosign.htm.

Electronic Payments (Online Bill Pay)

If you use an online bill pay service at your previous financial institution, be sure to cancel each payee and add them to your Greater Iowa Credit Union online bill pay service Greater Iowa Online. If you have not yet signed up for Greater Iowa Online sign up online at https://www.greateriowacu.org/eservices/online_billpay/.

Questions?

Call our Member Service Line at 800.296.9064 or stop by any branch and we'll be glad to help.

Previous Financial Institution Information

List your previous financial institution information.

FI Name / Address	Phone / Fax	Close Date / Account #
i.e. My Old Bank	*1-800-555-1234*	*02-09-2007*
123 Street City, State Zip	*406-555-1234*	*123456789*

List Your Direct Deposits

List the companies who regularly deposit funds into your account. If this is a joint account with multiple direct deposits, a form will be necessary for each direct deposit.

Depositor Name / Address	Phone / Fax
i.e. My Employers Name	*406-555-1234*
123 Street City, State Zip	*406-555-1234*

List Your Automated Debits

List all automatic debits (ACH) that authorize periodic withdrawals to be made from a checking account or savings account or charged to a debit and/or credit card to pay bills, usually regular monthly payments like rent, mortgages, utilities, or membership dues.

Payee / Address	Phone / Fax	Amount / Account Number
i.e. Gas Company	*1-800-555-1234*	*$45.00*
123 Street City, State Zip	*406-555-1234*	*123456789-55*