

## “To Do” List

Welcome to the University of Hawai'i Federal Credit Union (UHFCU)! You've made a great choice and we look forward to serving you. Now that you have your UHFCU account(s), we'd like to help make your switch from your previous financial institution a QUICK and EASY one. Simply use this handy “to do” checklist to help you make the switch!

1. Have your new UHFCU account number(s) ready when completing the switch kit:

Account Number(s): \_\_\_\_\_

Routing Number: **321379656**

2. Switch direct deposits/automatic deposits using the **Authorization To Change Direct Deposit:**

- |   |  |
|---|--|
| <input type="checkbox"/> Employer deposit               | <input type="checkbox"/> Brokerage deposits                      |
| <input type="checkbox"/> Government deposit             | <input type="checkbox"/> Child support or court-ordered deposits |
| <input type="checkbox"/> Social Security Administration | <input type="checkbox"/> Other                                   |

3. Switch automatic payments/withdrawals using the **Authorization To Change Automatic Withdrawal:**

- |  |   |
|--|---|
| <input type="checkbox"/> Mortgage / Rent                 | <input type="checkbox"/> Auto                   |
| <input type="checkbox"/> Association fees                | <input type="checkbox"/> Club / Membership dues |
| <input type="checkbox"/> Internet service                | <input type="checkbox"/> Cable TV / Satellite   |
| <input type="checkbox"/> Investments                     | <input type="checkbox"/> Credit cards           |
| <input type="checkbox"/> Utilities: Electric, gas, water | <input type="checkbox"/> Phone / Cell phone     |
| <input type="checkbox"/> Online billing                  | <input type="checkbox"/> Other                  |

4. Close all other savings, checking & bill payment accounts using the **Authorization To Close Account:**

Financial Institutions: \_\_\_\_\_  
\_\_\_\_\_

5. **SAVE MONEY** with these additional options!

- Transfer high-rate credit card balances to a UHFCU VISA® Credit Card.
- Refinance your auto loan at a lower interest rate with UHFCU.
- Refinance your mortgage loan at a lower interest rate with UHFCU.
- Tap your home's equity with one of UHFCU's home equity services.



**Helpful Tip:** **Enroll in Online Banking** and set up **E-Alerts** at UHFCU.com to monitor your account so you know exactly when the deposits and payments are changed to your new account(s).

**For additional detail** – or help switching your accounts to UHFCU – just ask us! We'll be glad to help. Please visit any branch or call **(808) 983-5500** or **1-800-927-3397**.

## STEP 2: Authorization to Change Direct Deposit

**Instructions:** Complete this authorization to change direct deposits to UHFCU and provide to your payroll office or any other payor who makes automatic deposits to your account.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer / Depositor's Name

\_\_\_\_\_  
Address

**To Whom It May Concern:**

You are currently making direct deposits on my behalf to this account:

Old Bank: \_\_\_\_\_

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

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

Please discontinue direct deposits here and immediately start direct deposits to my account at:

**University of Hawai'i Federal Credit Union**

PO Box 22070

Honolulu, HI 96823

**Routing Number: 321379656**

Account Number: \_\_\_\_\_ Savings / Checking (circle one)

Note: Checking is generally recommended. If selecting Checking, your Account Number should start with "2000."

If you have any questions about this request, please contact me during the day / evening (circle one) at:

Phone Number: \_\_\_\_\_

Thank you.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Employee ID Number

# STEP 3: Authorization to Change Automatic Withdrawal

**Instructions:** Complete this authorization to have automatic withdrawals made from your UHFCU account. Print one authorization for each company that makes automatic withdrawals from your account. Remember to change any automatic payments made by debit card too.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Company that makes Automatic Withdrawal

\_\_\_\_\_  
Address

**To Whom It May Concern:**

You are currently withdrawing \$ \_\_\_\_\_ (amount) on a \_\_\_\_\_ (when) basis for my \_\_\_\_\_ (what payment is for) from:

Old Bank: \_\_\_\_\_

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

Account Number: \_\_\_\_\_, OR

Card Number: \_\_\_\_\_

Please discontinue withdrawals from this account and (check one):

- Begin withdrawals from this account at:

**University of Hawai'i Federal Credit Union**

PO Box 22070

Honolulu, HI 96823

**Routing Number: 321379656**

Account Number: \_\_\_\_\_ Savings / Checking (circle one)

Note: Checking is generally recommended. If selecting Checking, your Account Number should start with "2000."

- Begin withdrawals from my UHFCU card:

Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ CW: \_\_\_\_\_

- I will use UHFCU's Online Bill Pay service to make future payments.

If you have any questions about this request, please contact me during the day / evening (circle one) at:

Phone Number: \_\_\_\_\_

Thank you.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

## STEP 4: Authorization to Close Account

**Instructions:** Complete this authorization to close accounts at other financial institutions and have funds transferred to your UHFCU account. Print one authorization for each financial institution where you have accounts. Remember to destroy and recycle old checks and destroy your old ATM and debit cards.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bank / Other Financial Institution Name

\_\_\_\_\_  
Address

**To Whom It May Concern:**

Please close my account(s) with your financial institution:

Account Number(s): \_\_\_\_\_

Account Holder(s): \_\_\_\_\_

ID Verification (ex: SSN): \_\_\_\_\_

And send a check for the remaining balance(s) to my new account at:

**University of Hawai`i Federal Credit Union**

PO Box 22070

Honolulu, HI 96823

**Routing Number:** 321379656

Account Number: \_\_\_\_\_ Savings / Checking (circle one)

Note: Checking is generally recommended. If selecting Checking, your Account Number should start with "2000."

I have also made arrangements to discontinue the direct deposit and automatic withdrawal of funds from my account(s) with your financial institution.

If you have any questions about this request, please contact me during the day / evening (circle one) at:

Phone Number: \_\_\_\_\_

Thank you.

Sincerely,

\_\_\_\_\_  
Account Holder #1 Name

\_\_\_\_\_  
Account Holder #1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Account Holder #2 Name

\_\_\_\_\_  
Account Holder #2 Signature

\_\_\_\_\_  
Date