

# Unison Credit Union 5-Step SwitchKit

# Step 1: Open a Unison Account

View the <u>checking accounts</u> we offer! You can open a membership account online, or by <u>visiting a</u> <u>branch</u>.

# Step 2: Change your direct deposits

- Arrange to transfer direct deposits to your new account.
- You may use our <u>Direct Deposit Form</u> to provide your employer with the information needed for direct deposit into your new Unison Credit Union account.
- If you receive Social Security payments, call <u>800.772.1213</u> to make the switch.
- Your account number will be your member number including the account suffix of 000 for savings, or 005 and 008 for checking depending on your selected account type.

## Step 3: Stop using your former checking account

- Be sure to leave sufficient funds in your former account to cover all outstanding checks and automatic payments.
- Securely dispose of your old checks and any debit cards associated with that account.

## Step 4: Change your automatic payments

• Use our simple <u>Switch-Kit Checklist</u> to keep track of switching over all your automatic payments to your new account.

## Step 5: Close your former account

- Allow all outstanding checks and automatic payments to clear and balance your former account.
- Transfer over any remaining funds from your old account then close the account.

## Unison Credit Union Routing #: 275978213

Download our Mobile App Available in the App Store and Google Play



**Empowering You**