



# SWITCH kit

Switch all your accounts to  
GECU in a few simple steps!



First things first. Here's what you'll need:

- GECU's routing number 271188230 and your account number.
- A GECU checking account.



**Set up or transfer your direct deposit.** Complete a direct deposit form with your employer and provide them our routing number and your account number. You may also use the form provided in this kit.



**Transfer automatic payments.** You might be able to do this easily by contacting each payee/biller directly, or you may be able to update payment information through an online portal. You may also choose to complete an automatic payment change form to each payee/biller. Don't forget about those recurring charges from your debit card (such as streaming services and subscriptions). You will need to update those using your GECU debit card information.



**Close your old account(s).** Make sure all outstanding checks and ATM/debit card transactions have cleared your old account and direct deposits and automatic payments are now being directed to your GECU account. You may contact your old financial institution directly to close the account or use our account closing form.

**Make a list of your automatic deposits and payments.** Go through your old account to see what payments and deposits come through on a monthly basis. This may include things such as:

- Utilities (electric, gas, water)
- Payroll and/or Social Security
- Insurance
- Cell phone
- Mortgage/rent payments
- Monthly subscriptions
- Gym memberships

**Automatic Payments & Deposits to Update:**

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# Authorization to Change Direct Deposit

**Instructions:** Complete this authorization to change direct deposits to GECU and provide to your employer or any other payor who makes automatic payments to your account.

**Date:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

**Please discontinue all direct deposits to my previous financial institution and immediately start direct deposits to my new account at GECU.**

**GECU (Gas & Electric Credit Union)**

**2300 4th Avenue**

**Rock Island, IL 61201**

**Routing Number 271188230**

**Account Number:** \_\_\_\_\_  **checking**  **savings**

**If you have any questions, please contact me.**

**Sincerely,**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

**Phone:** \_\_\_\_\_





# Authorization

## to Change Automatic Withdrawal

**Instructions:** Complete this authorization to change automatic withdrawals. You will want to complete one for each company that makes automatic withdrawals from your account.

Company Name: \_\_\_\_\_

To whom I may concern: I would like to switch my automatic withdrawal payments to GECU. Please refer to the information below to route all payments going forward.

### Former Financial Institution Account Information

Financial Institution Name: \_\_\_\_\_

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

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

Please discontinue all automatic payments from my previous financial institution and immediately start automatic payments from my account at GECU.

GECU (Gas & Electric Credit Union)

2300 4th Avenue

Rock Island, IL 61201

Routing Number 271188230

Account Number: \_\_\_\_\_  checking  savings

If you have any questions, please contact me.

Sincerely,

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

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





# Authorization to Close Account

**Instructions:** Complete this authorization to close accounts at other financial institutions. Print one authorization for each financial institution you would like to close. Before you close your old accounts, make sure all automatic payments and deposits have been switched to your new account at GECU and you don't have any outstanding checks.

**Financial Institution Name:** \_\_\_\_\_

**To whom I may concern:** Please close the account(s) below that I currently have with your financial institution.

**Name:** \_\_\_\_\_

**Account number(s):** \_\_\_\_\_

Please send a check for any remaining balance(s) to my address on file.

**If you have any questions, please contact me.**

**Sincerely,**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

