



Banner Federal Credit Union



Spending a little time to move your account to Banner Federal can easily save you hundreds of dollars each year. We are here to help you make the switch as easy as possible. Below you'll find step-by-step instructions, along with a checklist to make the process go smoothly.

Step One	Open a checking with Banner Federal – DONE! Use the following steps to switch all direct deposits, automatic payments and online bill payments
Step Two	Leave your old account open until all services switch to your Banner Federal account <ul style="list-style-type: none">■ Why? It can take from 30-60 days for other entities to switch direct deposits/automatic payments to your new account■ Leave a balance in the old account to cover automatic payments you anticipate during the transfer period
Step Three	List all direct deposits and automatic payments to be switched to your Banner Federal account <ul style="list-style-type: none">■ Use the checklist on the back to gather information on all the services you are switching to your Banner Federal account; and keep track of the progress
Step Four	Transfer Direct Deposits to your Banner Federal account <ul style="list-style-type: none">■ Contact your payroll company or log into EMSS to set up your Banner Health Direct Deposit. For other deposits contact your pension administrator, social security administration, etc. to see what is required to transfer your direct deposit■ Ask for the date by which the switch will be made
Step Five	Transfer Automatic Payments to your Banner Federal account <ul style="list-style-type: none">■ Contact each company to see what is required to transfer your automatic payments; many times you can complete it online or by phone■ If you use online bill payment where you individually authorize payment each month through e-statements, cancel this service and all payments at your old account and establish it with Web Bill Pay through Banner Federal■ Consider using your Banner Federal credit or debit card for your recurring payments
Step Six	Track Progress <ul style="list-style-type: none">■ Use online banking at Banner Federal (www.bannerfcu.org) and your old account to keep track of progress on switching of individual services including direct deposits and automatic payments■ Check off progress on your checklist■ Review the status once or twice a week can help you spot any potential problems
Step Seven	Close your old account <ul style="list-style-type: none">■ Contact your previous financial institution to see what is required to close your account; most likely they will require something in writing, but they might take your request over the phone■ Close the old account only after all outstanding items have cleared and the switch is complete for all direct deposits, automatic payments and other services such as online bill pay

Checklist & Tracking

Banner Federal RT # **3221-7288-1** Your Banner Federal Account Number: _____

Previous Institution Account Number: _____

Direct Deposit	Date Of Notification	Complete?
Payroll		
Government		
Social Security Administration (www.socialsecurity.gov or 800-772-1213)		
Investments/Pension etc		
Child Support		
Other		

Automatic Payments	Date Changed	Complete?
Gas		
Electricity		
Phone		
Internet		
Water		
Cable/Satellite		
Mortgage/Rent		
Insurance		
Car Payment		
Association Fees		
Credit Card		
Other		

Remember to close/destroy old account information:

- Checks**
- ATM/Debit Cards**
- Closed Old Accounts**