

## Switch Kit Checklist

Switching your automatic deposits and withdrawals from your old institution to your new East County Schools account is easier than you think. Simply follow these three steps.

1. Step #1: Print your latest account statement.
2. Step #2: Categorize your various account transactions using this form.
3. Step #3: Contact the companies you list below to change your account information.

Remember, East County Schools is here to assist every step of the way. Stop by your local ECSFCU branch today and let us help.

---

## Direct Deposit

A Direct Deposit is a recurring electronic deposit to your account. The most common types are paychecks from employers, Social Security checks, etc. To switch your Direct Deposit, complete and submit our Direct Deposit letter to your employer.

Check when complete	Company Name
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

---

## ACH Withdrawal

ACH withdrawals are automatic payments you have scheduled to come from your account. Examples could include automatic withdrawals for cable, utility, and insurance bills. To establish the ACH withdrawal, you may have submitted a voided check to the company or gave them your account and bank routing numbers. To notify these companies of your new East County Schools account, log on to your account with them and request the change. Or, complete and submit our Automatic Payment Letter to the institutions you list below.

Check when complete	Company Name
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

ACH Withdrawal Continued

Check when  
complete

Company Name

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

---

Online Bill Payment

If you use Online Bill Payment to pay bills, you will need to add your payees to your new East COunty Schools Bill Payment account. Before closing your Bill Payment account at your old institution, use this form to write down your current payee information. Then, set up new payees in your ECSFCU Bill Payment account in Online Banking using this information.

Payee Name _____	Payee Name _____
Account # _____	Account # _____
Address _____	Address _____
_____	_____
<input type="checkbox"/> Check when complete	<input type="checkbox"/> Check when complete

Payee Name _____	Payee Name _____
Account # _____	Account # _____
Address _____	Address _____
_____	_____
<input type="checkbox"/> Check when complete	<input type="checkbox"/> Check when complete

Payee Name _____	Payee Name _____
Account # _____	Account # _____
Address _____	Address _____
_____	_____
<input type="checkbox"/> Check when complete	<input type="checkbox"/> Check when complete

## Online Bill Payment Continued

Payee Name _____ Account # _____ Address _____  <input type="checkbox"/> Check when complete	Payee Name _____ Account # _____ Address _____  <input type="checkbox"/> Check when complete
Payee Name _____ Account # _____ Address _____  <input type="checkbox"/> Check when complete	Payee Name _____ Account # _____ Address _____  <input type="checkbox"/> Check when complete

---

## Recurring Debit Card Withdrawals

These are automatically recurring withdraws you have established using your debit card. Typically these are routine monthly bills. Examples could include cable or utility bills, health club dues, etc. You would have given the company your debit card number to set up these transactions. Once you have your new ECSCU debit card you will need to contact the companies you list below to give them your ICCU card information.

Check when complete	Company Name
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

---

## Letter of Closure

Upon completion of these steps, submit a Letter of Closure to your old financial institution.

Institution	_____
Account #	_____
Address	_____

If you have any questions, please contact an East County Schools branch.  
Call 619-588-1515, stop by, or email to [memberservice@eastcountyschools.org](mailto:memberservice@eastcountyschools.org)