

Getting Started

Whether you prefer on-line, in person, or on your own, Penn State Federal Credit Union makes switching your account a breeze. Switching to Penn State Federal is the best thing you could do for yourself...and your money.

Easy as 1-2-3

To switch your accounts, simply fill out the provided forms and send them to the businesses that make deposits and withdrawals to and from your account. Some companies require their forms to initiate the switching of accounts.

1. Open your Penn State Federal accounts

From checking and savings accounts to credit cards and mortgages, Penn State Federal has all of your needs covered.

2. Make the switch

Switch your automatic transactions. Simply fill out the forms, then return to the corresponding businesses.

Use this quick checklist to ensure you don't forget an automatic transaction.

What **Direct Deposits** go into your account?

- Employers
- Retirement/Pension
- Social Security

What **Automatic Payments** come out of your account?

- Mortgage Payments
- Homeowner's Insurance
- Auto Insurance
- Life Insurance
- Utility Payments
- Telephone Payments
- Internet Payments
- Cable Payments
- Student Loans
- Charge Card Payments
- Other

**If you like automatic payments, consider Penn State Federals Bill Pay service, it's free with a Freedom Checking account.*

3. Close your old account

Once you're sure your old account is inactive, it's time to close your old account. The following tips will ensure your switch goes smoothly.

- Be positive all of your checks have cleared
- Have the balance from your old account sent to you
- Shred your old checks, ATM/Debit cards and deposit slips

Important information

Please allow enough time for your switch to take place before closing your account. To avoid any penalties or fees from your previous financial institution, it's a good idea to maintain a balance to cover all outstanding transactions. Penn State Federal is not responsible for overdraft charges incurred for insufficient funds.

Some companies require the use of their forms to initiate the switching of accounts. In order to help facilitate this change, we may ask you to provide your current financial information, including a previous financial statement and any forms from your employer or party originating the deposit or withdrawal.

In accordance with the Patriot Act, when you open an account, we will ask for your name, address, date of birth and other information that allows us to identify you. We will also ask to see your driver's license or other identifying documents.

Direct Deposit

I'm moving to Penn State Federal!

My Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

Employer _____

Please change my direct deposit to:

**Penn State Federal Credit Union
123 Amberleigh Lane
Bellefonte, PA 16823**

**My Penn State Federal account number is _____
Penn State Federal routing number - 231386399**

Previous Financial Institution _____

Previous Account Number _____

I authorized this change to be effective on (date) _____

Name (please print) _____

Signature _____

Date _____

Automatic Withdrawal

I'm moving to Penn State Federal!

My Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

Company Receiving Payment _____

Account Number With Company _____

Please change my automatic payment to:

**Penn State Federal Credit Union
123 Amberleigh Lane
Bellefonte, PA 16823**

**My Penn State Federal account number is _____
Penn State Federal routing number - 231386399**

Previous Financial Institution Account Number _____

Amount of Payment \$ _____

I authorized this change to be effective on (date) _____

Name (please print) _____

Signature _____

Date _____

Close Account (Make Additional Copies if Necessary)

I'm moving to Penn State Federal!

My Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____ E-mail _____

Please close my account at:

Financial Institution _____

Current Account Number _____

I authorize the closure of my: Checking Account Savings Account
 Other _____ All Accounts

Effective date _____

Please check one:

- Mail the remaining account balance to my home address
- Send the balance of my account(s) to be deposited at Penn State Federal (see below)

Penn State Federal Credit Union
123 Amberleigh Lane
Bellefonte, PA 16823

My Penn State Federal account number is _____
Penn State Federal routing number - 231386399

Name (please print)

Name (please print)

Signature

Signature