



Thank you for choosing Christian Community Credit Union! With our Switch Kit, moving your accounts to the Credit Union is fast, simple and convenient. The following four easy steps will guide you through the process of switching your checking account to us and transferring your credit card balances.

If you have questions, please call 800.347.CCCU or email info@mycccu.com.

### Step 1 Get Organized

- Gather all available information about the existing checking account that you wish to transfer.
- Review your last four statements and note all automatic payments.

Note: Not all automatic payments occur on a monthly basis. Some, like insurance payments, association dues and federal and state tax return payments occur on monthly, quarterly or even on annual intervals.

- As you transfer your account, keep copies of all documents and forms for your records.

### Step 2 Move Your Direct Deposits & Automatic Payments

- To move your direct deposits, complete the Authorization to Change Direct Deposit Form.

Note: You may be asked to complete an additional form by the party making the direct deposit.

- For Social Security direct deposits contact the Social Security Administration at 800.772.1213 or at [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm)

- Set up your automatic payments with our Authorization for Transfer of Automatic Payments Form, or use our Online Banking Service with Free Bill Pay to help you better manage your time and money.

Note: To set up multiple automatic payments or direct deposits, make additional copies of the Authorization for Transfer of Automatic Payments Form and Authorization to Change Direct Deposit Form; fill out one for each automatic payment or direct deposit recipient.

### Step 3 Close Your Old Accounts

- Verify that all of your scheduled checks and automatic payments have cleared.
- Complete the Authorization to Close Account Form and send it to your financial institution.

If your account is interest-bearing, please consider your account closing date carefully.

Note: Some financial institutions may require that you fill out additional forms.

- Destroy your unused checks, account deposit slips, and ATM/debit cards.

### Step 4 Transfer Your Credit Card Balance and Save

- Complete the Balance Transfer Authorization.





Complete this authorization to have automatic withdrawals made from your Christian Community Credit Union account. Print one authorization for each company that you wish to make automatic withdrawals from your account. Remember to change any automatic payments made by debit card too.

Date \_\_\_\_\_

Name of Company that Currently Makes Automatic Withdrawal \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

DATE \_\_\_\_\_ 1355

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

Memo \_\_\_\_\_

⑆ 222205931 ⑆ 355 ⑆ 00055889908 ⑆

Routing Number      Check      Account Number

**To Whom it May Concern:**

You are currently withdrawing \$ \_\_\_\_\_ (amount) on a \_\_\_\_\_ (when) basis for my \_\_\_\_\_ (what payment is for) from:

Old Bank/Credit Union: \_\_\_\_\_

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

Account Number:            or Card Number: \_\_\_\_\_

**Please discontinue withdrawals from the above account:**

Begin withdrawals from my new checking account at:

Christian Community Credit Union

255 N. Lone Hill Avenue

San Dimas, CA 91773

Routing Number: 322274831

Checking Account Number

Must be eleven digits.

Begin charging my Christian Community Credit Union credit card:

Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVV: \_\_\_\_\_

I will use Christian Community Credit Union's Bill Payer to make future payments

**If you have any questions regarding this request, please contact me using the information below:**

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

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

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

City/State/Zip: \_\_\_\_\_

Daytime/Cell Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_



**Switch Kit  
Authorization to Close Account**

Complete this authorization to close accounts at other financial institutions and have funds transferred to your Christian Community Credit Union account. Print one authorization for each financial institution where you have accounts. Remember to destroy and recycle old checks and destroy your old ATM and debit cards.

Date \_\_\_\_\_

Bank/Other Financial Institution Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

DATE \_\_\_\_\_ 1355

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ DOLLARS

Memo \_\_\_\_\_

⑆ 22220593⑆ ⑆ 355⑆ 00055889908⑆

Routing Number      Check      Account Number

**To Whom it May Concern:**

Please close my account(s) with your financial institution:

Account Numbers: \_\_\_\_\_

Account Numbers: \_\_\_\_\_

Account Holder 1: \_\_\_\_\_

Account Holder 2: \_\_\_\_\_

ID Verification (SSN or secret account code): \_\_\_\_\_

And send a check for the remaining balance(s) to my new checking account at:

Christian Community Credit Union  
255 N. Lone Hill Avenue  
San Dimas, CA 91773

Routing Number: 322274831

Checking Account Number              
Must be eleven digits.

I have also made arrangements to discontinue direct deposit and automatic withdrawal from my accounts at your financial institution.

If you have any questions regarding this request, please contact me using the information below:

Account Holder 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account Holder 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime/Cell Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_



**Transfer Your Balance and Save!**

Complete this authorization to transfer your credit card balances to your Christian Community Credit Union credit card. Mail or fax this form to the Credit Union. Need a credit limit increase? Please contact us.

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Christian Community Credit Union Credit Card Number

**Balance Transfer #1**

Transfer Amount (\$500 minimum): \_\_\_\_\_

Card Issuer: \_\_\_\_\_

Credit Card Number (other issuer): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Card Issuer Phone Number: \_\_\_\_\_

**Balance Transfer #2**

Transfer Amount (\$500 minimum): \_\_\_\_\_

Card Issuer: \_\_\_\_\_

Credit Card Number (other issuer): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Card Issuer Phone Number: \_\_\_\_\_

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

APR=Annual Percentage Rate. Rates and terms effective 10/18/11 and are subject to change.

New credit card members (who opened their credit card in the last 60 days) will receive 3.90% APR for 12 months. Thereafter, our variable APR is between 10.90% and 16.90% based on creditworthiness. Transfers are cash advances with no grace period on finance charge.

3.90% APR does not apply to other Christian Community Credit Union credit cards and loans. A balance transfer fee of 2% with a minimum of \$5.00 will apply. If you are an existing card member, the balance transfer rate is variable between 10.90% and 16.90% based on creditworthiness.