

How to Switch to CCCU in 5 Steps!

Follow these steps to align your banking with your faith:

- 1. Become a member by opening an account** at Christian Community Credit Union (CCCU) by [clicking here](#) and completing the “Let’s Get You Started” questionnaire.
- 2. Enroll in Online and Mobile Banking.** Access and manage your account by [registering for Online Banking here](#) or download our Mobile App for [Apple](#) or [Android](#).
- 3. Switch your existing automatic deposits to your CCCU account.**
If you’re opening a new checking account and your paycheck is automatically deposited into your current account, contact your HR department. Request to have your direct deposit rerouted to your new CCCU account. Do the same for any other automatic deposits that you have set up.
[Click here for an email template on what to ask your HR department.](#)
[Click here for a template notifying your other automatic deposit sources about your change](#)
- 4. Reschedule your automatic bill payments.** First, review your monthly list of recurring bill payments on your current account and cancel them. Take note of any bills that are set to be paid soon. You might want to pay those early to make sure they don’t get lost in the shuffle. Then, setup auto-pay on your CCCU Account. **Remember:** In some cases, you may have set up auto-pay on the website of the company you do business with, such as a cell phone or insurance company, not your bank. Be sure to go to those websites to make the appropriate changes.
[Click here for a fillable checklist you can complete to centralize your list.](#)
- 5. Transfer your money and close your account.** Once all final transactions have cleared and you’re ready to close your account, arrange to have your balance transferred to your new CCCU account. Check to make sure the money transfer went through before closing your “old” account. The transition should take 14 to 30 days.
[Click here for a template on notifying your bank about your account closure.](#)

Once the transfer is complete, contact your bank and close your existing account. You should be able to find out how to close an account on the institution’s website, or call its customer service line. You may need to send a letter to close your account.

That’s it. Congratulations on joining Christian Community Credit Union when you can bank with your values!

Communication Templates



Below are some example templates for you to use when contacting your employer or bank to notify them that you are switching banks. Each organization may have different systems or methods, so we recommend you contact both your current and new bank to find out what resources, assistance, or requirements they may have.

EMAIL TO EMPLOYER TO REROUTE YOUR PAYCHECK

Dear HR and Payroll,

I am writing to inform you that I have switched banks, and as a result need to change my direct deposit information. Can you please provide the appropriate links or information needed to facilitate this change properly for my paycheck?

I have my new routing and banking information to provide.

Thank you in advance for your assistance,

EMAIL OR LETTER TO OTHER INCOME SOURCES

(i.e. social security, pension and annuity, investment earnings and systematic payment)

[Date]

[Subject: Notification of Bank Change]

To whom it may concern:

I am writing to inform you that I have switched banks, and as a result need to change my deposit information. Can you please provide the appropriate links or information needed to facilitate this change properly for my payments?

Thank you in advance for your assistance,

LETTER TO BANK TO CLOSE ACCOUNT

To: [Bank Name]

Street Address:

City, State, Zip

RE: ACCOUNT CLOSURE NOTICE

This letter is to inform you that I am closing my accounts with your bank. Please close the account(s) listed below and send me a check for the remaining balance(s).

I can be reached via the contact information noted below should you have any questions.

Thank you for your prompt assistance.

[Insert account number and routing number for each account]

Fillable Checklist

Here's a fillable list for you to note your current direct deposit(s) and recurring auto bill payments. This list should help in updating your automatic deposits and payments to your new CCCU Checking Account.

Track all of your direct deposits & auto-pay bills below!
