



# Switch Kit Checklist

We want to make your switch to Union Federal Savings and Loan as easy as possible. This checklist can help you get organized by identifying accounts, deposits, payments, and other items that you may need to change. Once these items are identified, use the appropriate forms from our Switch Kit to quickly and easily communicate your new account information. If you have questions, please contact us at one of the numbers listed below. We are happy to help!

Union Federal Account Number: \_\_\_\_\_

Union Federal Routing Number: **271172275**

**IMPORTANT:**

- If you don't have an account with Union Federal Savings and Loan, you will need to open one prior to switching.
- Before you close your former account(s), know what checks and automatic payments are still outstanding.
- Determine how much money to leave in your former account(s) to cover all outstanding items.
- Don't forget about switching your debit cards, safe deposit boxes, and other items as well.

**DIRECT DEPOSITS:**

	Company Name	Phone #	Date Changed
Payroll			
Retirement/Pension			
Social Security			
Other:			

**AUTOMATIC PAYMENTS:**

	Company Name	Account #	Date Changed
Gas			
Electric			
Water/Sewer			
Garbage			
Telephone			
Cell Phone			
Internet			
Cable/Satellite			
Mortgage/Rent			
Loans			
Insurance			
Credit Card(s)			
Investments			
Other:			
Other:			

Kewanee  
(309) 853-3535

Milan  
(309) 787-6138

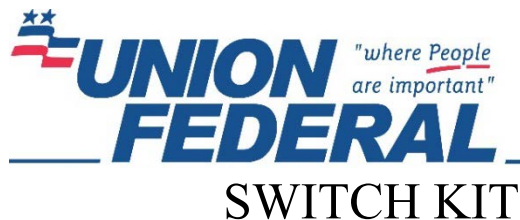
Geneseo  
(309) 944-5156

Orion  
(309) 526-3333

East Moline  
(309) 755-1426

Madison, WI  
(608) 250-3535

# Direct Deposit Authorization



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

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To Whom It May Concern:

I would like to have my direct deposit with your company changed to my account with Union Federal Savings and Loan.

Let this letter serve as authorization for your company to begin making direct deposits into the Union Federal Savings and Loan (UFSL) account indicated below effective immediately. This authorization will remain in effect until I have cancelled it in writing.

If you have any questions regarding this request, or if you have additional forms I need to sign, please contact me at the number shown below.

Thank you for your prompt assistance with this change.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone #

## New Account Information:

\_\_\_\_\_  
Account Owner

UFSL Account #: \_\_\_\_\_

Checking Account       Savings Account

\_\_\_\_\_  
Address

UFSL Routing #: **271172275**

\_\_\_\_\_  
City, State, Zip

**Bank Address**  
Union Federal Savings and Loan  
PO Box 428  
Kewanee, IL 61443

\_\_\_\_\_  
E-mail (optional)



# Automatic Payment Authorization

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

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To Whom It May Concern:

I recently changed financial institutions and would like to have my automatic payment with your company for **account #** \_\_\_\_\_ changed to my Union Federal Savings and Loan checking account listed below.

Let this letter serve as authorization for your company to begin making automatic payments from the Union Federal Savings and Loan (UFSL) account indicated below effective immediately. This authorization will remain in effect until I have cancelled it in writing.

If you have any questions regarding this request, or if you have additional forms I need to sign, please contact me at the number shown below.

Thank you for your prompt assistance with this change.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone #

## New Account Information:

\_\_\_\_\_  
Account Owner

UFSL Account #: \_\_\_\_\_

\_\_\_\_\_  
Address

UFSL Routing #: **271172275**

\_\_\_\_\_  
City, State, Zip

**Bank Address**  
Union Federal Savings and Loan  
PO Box 428  
Kewanee, IL 61443

\_\_\_\_\_  
E-mail (optional)



# Account Closure Request

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

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To Whom It May Concern:

Please close my account(s) listed below and mail the balance along with any interest to: **Union Federal Savings and Loan, PO Box 428, Kewanee, IL 61443.**

Account #: \_\_\_\_\_  Checking  Savings  Other: \_\_\_\_\_

Account #: \_\_\_\_\_  Checking  Savings  Other: \_\_\_\_\_

Account #: \_\_\_\_\_  Checking  Savings  Other: \_\_\_\_\_

Account #: \_\_\_\_\_  Checking  Savings  Other: \_\_\_\_\_

To the best of my knowledge, all checks have cleared and all direct deposits and automatic payments have been stopped. If you have any questions regarding this request, please contact me at the phone number listed below.

Thank you for your prompt assistance with this matter.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip