



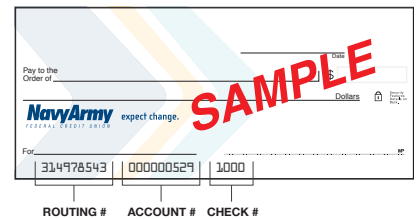
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Checking Account Easy Switch Checklist

We have made it easy to switch your checking account from another institution to NavyArmy. Please follow the steps to guide you through the process of switching your checking account to NavyArmy.

- 1. Open a NavyArmy checking account** - NavyArmy offers various accounts to fit your financial style. The following services are FREE for all NavyArmy checking accounts: Instant Issue MasterCard® Debit Card, Mobile Banking, Online Banking, Bill Pay, eStatements, Account Alerts, and Phone Banking.
 - Free Checking with no monthly service fee; no minimum balance
 - Flag Checking with \$5 monthly fee; no minimum balance; rewards
 - Liberty Checking with no monthly fee; pays dividends with monthly requirements
- 2. Balance and discontinue use of your checking account** - Don't forget to leave enough money to cover any outstanding checks, debit card transactions and scheduled bill payments. The enclosed Account Balance Worksheet will help you determine your ending balance.
- 3. Switch your Direct Deposits** - Switch all direct deposits you have by providing NavyArmy's routing number (314978543) and your 7-digit checking account number (see example below). This may include:

- Your employer
- Government Deposit (i.e., Social Security, Pension, Retirement)
- Brokerage Deposits (i.e., dividends, interest)
- Transfers from other financial institutions accounts (i.e., savings, checking, money market)
- Child Support or other court-issued deposits



- 4. Switch your Automatic and Online Payments** - Switch all automatic payments/withdrawals you may have by contacting the company you are paying, and give them your new NavyArmy 7-digit checking account information and NavyArmy's routing number (314978543). This may include:

Utilities

- GAS
- ELECTRIC
- PHONE SERVICE
- WATER
- CABLE/STREAMING SERVICE
- TRASH
- PEST CONTROL
- YARD MAINTENANCE
- OTHER

Other Payments

- LOANS (i.e., car, home, equity, credit card)
- MORTGAGES
- CHILD SUPPORT OR COURT - ISSUED PAYMENTS
- BROKERAGE - AUTOMATIC INVESTMENTS
- ACCOUNT TRANSFERS TO OTHER BANK ACCOUNTS
- INSURANCE (i.e., home, auto, renters)
- INTERNET SERVICE
- OTHER

- 5. Close your old account** - Once all of the outstanding payments and deposits have cleared your old account and you are sure there will be no further activity, please fill out the Account Closing Form. This form will instruct your old bank where to send any remaining balances.
- 6. Thank you for choosing NavyArmy for your financial needs.**



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Account Balance Worksheet

Use the worksheet below to balance your account beginning with the current checking account balance shown on your most recent bank statement.

1. Your current balance on your current checking statement

\$ _____
Current Statement Balance

2. List deposits that do not appear on your statement.

Date	Amount
_____	_____
_____	_____
_____	_____

+\$ _____
Total Step 2

3. Subtotal by adding Steps 1 and 2.

+\$ _____
Totals Step 1 & 2

4. List outstanding checks, transfers, withdrawals, debit card purchases, ATM withdrawals, automatic debits, bill pay transactions and any other fees that do not appear on your statement.

_____	_____
_____	_____
_____	_____

-\$ _____
Totals Step 4

5. Subtract Step 4 from Step 3.

This amount should match your account balance.

+\$ _____



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Existing Account Closing Form

DATE: _____

BANK NAME: _____

BANK ADDRESS: _____

TO WHOM IT MAY CONCERN:

This letter serves as a request to close account # _____

Please send a check for the remaining balance to the address below.

If you have any questions please contact me at _____

Phone

Email

THANK YOU!

Owner Signature

Printed Name

Date

Joint Owner Signature

Printed Name

Date

Mailing Address:

Name: _____

Address: _____