

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.

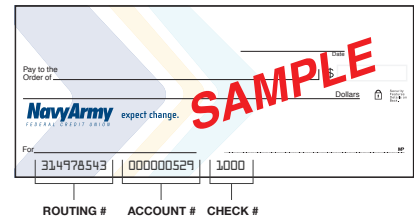
1. Open a NavyArmy checking account - NavyArmy offers various accounts to fit your financial style. The following services are FREE for all NavyArmy checking accounts: Instant Issue MasterCard® Check Card, Mobile Banking, Online Banking, Bill Pay, eStatements, Account Alerts, and Phone Banking.

- 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, check 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 (for direct deposit forms, visit www.NavyArmy.org/tools/forms)



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/SATELLITE
- 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
- CELLULAR 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 fillout the Account Closing Form. This form will instruct your old bank where to send any remaining balances.

6. ENJOY YOUR NEW ACCOUNT!

Setting up your new NavyArmy services

1. Apply for a loan online option

- Vehicle Loan, Personal Loan, Line of Credit or Mortgage Loan, please log on to navyarmyccu.com and select "Loans" and "Loan Application" from the drop down.

2. Online Banking

- In the login box in the upper left corner of navyarmyccu.com, click the link that says ENROLL.
- Follow the prompts

3. Online Bill Pay (Enrollment)

- Login to Online Banking
- Select ePay on the top navigation
- Follow the prompts

4. Online Bill Pay (Setting up Payees)

- Select ePay; MANAGE PAYEES
- Follow the prompts

5. Multiple Accounts Access

- Login to Online Banking
- OPTIONS in the left navigation menu; then SETTINGS
- In the center of the screen select MULTIPLE ACCOUNT ACCESS
- Follow the prompts
- Note: the account you are trying to access must be statused UNBLOCK for Multiple Account Access. To change the account to UNBLOCK, Login to Online Banking; OPTIONS; SETTINGS; MULTI-ACCOUNT ACCESS; BLOCK/UNBLOCK tab.

6. Transfer from one NavyArmy account to another NavyArmy account

- Login to Online Banking
- Select TRANSFER FUNDS on the top navigation; then Another Account in the white box for OTHER NavyArmy ACCOUNTS
- Follow the prompts

7. Mobile Banking

- Go to navyarmyccu.com
- Login to Online Banking
- Click Mobile Banking in the second navigation bar
- Follow the prompts

Account Balance Worksheet

Use the worksheet below to balance your checkbook register 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 checkbook register balance.



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 _____

THANK YOU!

Owner Signature _____ Printed Name _____ Date _____

Joint Owner Signature _____ Printed Name _____ Date _____

Mailing Address:

Name: _____

Address: _____