Checklist

TELCO PLUS credit union
Your financial solution.

This checklist will help you keep track of all the steps and information required to switch to your new Telco Plus Credit Union account. If you have any questions, please don't hesitate to contact us.

Telco Plus Credit Union Account Number: _____

Telco Plus Credit Union Routing Number: _____311985791_____

____ Open a Telco Plus Credit Union account.
____ Stop using your old account.
____ Use the Change Automatic Payments/Withdrawals form to send written notice to the institutions who automatically take payments from your checking account.
____ Use the Change Payroll/Direct Deposit form to send written notice to your direct deposit institutions.
____ Make certain enough funds are available in your old account to cover any remaining automatic payments.
____ Make sure all checks have cleared on your old account.
____ Use the Close Account form to send written notice to the financial institution that you are closing the account.
____ Destroy old ATM and debit cards, checks, deposit slips, etc.

Direct Deposits:

Company Name	Date Mailed	Estimated Switch Date	Status

Automatic Payments:

Company Name	Date Mailed	Estimated Switch Date	Status