

Welcome to San Diego County Credit Union! San Diego's largest locally based financial institution. SDCCU® offers Savings, Checking, Certificate Accounts, Auto Loans, Home Loans, and much more. Simply use the forms below to quickly and easily switch all of your accounts to SDCCU.

- ✓ Open an account with San Diego County Credit Union.
- ✓ Destroy your old checks, ATM/check cards and deposit slips.
- ✓ Let outstanding checks or automatic withdrawals clear. Make sure to leave enough money in your old account to cover them.
- ✓ Ask your employer to transfer your direct deposit to San Diego County Credit Union. Be sure to give them one of your new deposit slips or a voided check along with the Direct Deposit form we've provided.
- ✓ Contact others who make deposits to your old account (retirement, pension, Social Security, etc.) and ask them to begin depositing into your San Diego County Credit Union account - be sure to have your new account number and suffix and the SDCCU® ABA routing number, 322281617.
- ✓ Contact anyone who makes automatic withdrawals from your old account (i.e. gym membership, subscriptions, etc.) and ask them to begin making withdrawals from your San Diego County Credit Union account. They'll need one of your San Diego County Credit Union deposit slips or a voided check along with the Redirect My Automatic Payment form we've provided.
- ✓ Contact companies that automatically bill your debit or credit card and ask them to begin billing payments against your San Diego County Credit Union Visa® Check or Credit Card. Have your San Diego County Credit Union Visa Card number and expiration date ready.
- ✓ Easily manage your finances online with Internet Branch. Enroll today at sdccu.com.
- ✓ Avoid waiting for your statement to come in the mail and having to file it away with the convenience of eStatements. Access your last 12-months statements easily through Internet Branch, log on and click eStatements to enroll today.
- ✓ Cancel your current electronic bill pay service and sign up for San Diego County Credit Union's Bill Payer Plus™. Simply log onto Internet Branch at sdccu.com and click Bill Payer Plus to enroll.
- ✓ Ask your old financial institution to close your account(s) and to send you a check for the remaining balance (after verifying that all direct deposits and automatic payments have been redirected). For your convenience, a Close My Accounts form is provided.

Be sure to keep a copy of your communications for your records. If you have any questions or need assistance in switching your accounts, please call us at (877) 732-2848 or visit any of our convenient branch locations.



Direct Deposit Form



Please complete this form and submit it with a voided check or temporary deposit slip to your Payroll Department.

NAME _____

DEPARTMENT _____

EMPLOYEE ID _____

SOCIAL SECURITY NUMBER _____

MAILING ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

EXTENSION _____

The purpose of this form is to *(please check one)*:

_____ Initiate a **NEW** Direct Deposit

_____ **CHANGE** an existing Direct Deposit

_____ **ADD** an additional Direct Deposit

_____ **CANCEL** an existing Direct Deposit

Please deposit my funds into the following account:

SAN DIEGO COUNTY CREDIT UNION

322281617

INSTITUTION _____

ABA ROUTING NUMBER _____

ACCOUNT NUMBER _____ SUFFIX _____

CHECK ONE: SAVINGS CHECKING

AMOUNT PER PAY PERIOD _____

EFFECTIVE PAYROLL DATE _____

I hereby authorize the above amount to be deducted from my paycheck and deposited into the account listed above.

SIGNATURE _____

DATE _____



**REDIRECT MY
AUTOMATIC
PAYMENT**



DATE _____

To: _____
COMPANY NAME

COMPANY ADDRESS

CITY STATE ZIP

To Whom It May Concern:

Please change my automatic payment arrangements with your company.

You are currently withdrawing: _____
PAYMENT AMOUNT

For account number: _____
BILLER ACCOUNT NUMBER

From: _____
FINANCIAL INSTITUTION

ACCOUNT NUMBER

ABA ROUTING NUMBER

Please discontinue withdrawals from the above account immediately and begin debiting the account below:

San Diego County Credit Union
FINANCIAL INSTITUTION

ACCOUNT NUMBER AND SUFFIX
322281617
ABA ROUTING NUMBER

I have attached a voided check or deposit slip for your reference. Thank you for your prompt attention to this matter. If you have any questions, please contact me at:

PHONE NUMBER _____ between TIME (A.M./P.M.) _____ and TIME (A.M./P.M.) _____

Sincerely,

NAME _____
ADDRESS _____
CITY STATE ZIP



CLOSE MY ACCOUNT(S)

DATE _____

To:

COMPANY NAME _____

COMPANY ADDRESS _____

CITY _____

STATE _____

ZIP _____

To Whom It May Concern:

Please close the following account(s) in my name with your institution and send a check with the remaining balance to me at the address below:

Checking Account: _____
ACCOUNT NUMBER

Checking Account: _____
ACCOUNT NUMBER

Savings Account: _____
ACCOUNT NUMBER

Savings Account: _____
ACCOUNT NUMBER

Other Account: _____
ACCOUNT NUMBER

Other Account: _____
ACCOUNT NUMBER

Thank you for your prompt attention to this matter. If you have any questions, please contact me at:

PHONE NUMBER _____ between _____ TIME (A.M./P.M.) and _____ TIME (A.M./P.M.)

Sincerely,

MEMBER SIGNATURE _____

DATE _____

Member Name: _____

Joint Owner: _____

Address: _____

Address: _____

City, State Zip: _____

City, State Zip: _____