

# 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



**Voted BEST Credit Union – U-T San Diego Readers Poll**  
PO Box 261209 • San Diego, CA 92196-1209 • (877) 732-2848 • sdccu.com  
Federally insured by NCUA.

# 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:

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

Sincerely,

\_\_\_\_\_  
MEMBER SIGNATURE

\_\_\_\_\_  
DATE

Member Name: \_\_\_\_\_

Joint Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

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

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



## QUICKIT CHECKLIST

Welcome to San Diego County Credit Union, San Diego's largest locally based financial institution. SDCCU® offers savings, checking, certificate accounts, auto loans/leases, 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 SDCCU.
- ✓ Destroy your old checks, ATM/debit 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 SDCCU. 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 SDCCU 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 (e.g. gym membership, subscriptions, etc.) and ask them to begin making withdrawals from your SDCCU account. They'll need one of your SDCCU 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 SDCCU Visa® debit or credit card. Have your SDCCU Visa card number and expiration date ready.
- ✓ Easily manage your finances online with Internet Branch online banking. 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 eStatements online for up to four (4) years through Internet Branch online banking. Simply log in and click eStatements to enroll today.
- ✓ Cancel your current electronic bill pay service and sign up for SDCCU's Bill Payer Plus™. Simply log into Internet Branch online banking 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.



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