

Make the switch!

Follow these five steps, and you will be on your way to stress-free checking with Michigan Schools and Government Credit Union (MSGCU).

Step 1 OPEN CHECKING ACCOUNT

- ◆ Open your new MSGCU checking account at any office location.
- ◆ If you do not already have a savings account, a \$5 deposit is required. This deposit represents your share in the Credit Union and allows you to access a wide range of financial services.

Step 2 SWITCH DIRECT DEPOSIT

- ◆ Fill out a *Direct Deposit Switch Form*. A sample form can be found at msgcu.org under *Make the Switch* (your employer may require another form).
- ◆ Contact the company or institution that handles your automatic deposits, such as your employer, the company handling your retirement or pension payments, or the Social Security Administration.

Note: It may take more than one payroll cycle for the first deposit to arrive at MSGCU.

Step 3 CHANGE AUTOMATIC WITHDRAWALS (DEBITS)

- ◆ Fill out an *Automatic Withdrawals (Debits) Change Form* for each instance. A sample form can be found at msgcu.org under *Make the Switch*.
- ◆ Contact each business that makes automatic withdrawals from your account.

Note: Businesses may require more than one payment cycle to make this change.

Step 4 CLOSE FORMER ACCOUNT

- ◆ Fill out an *Account Closed Request Form*, and mail it to your former financial institution (after all outstanding transactions have cleared). A sample of this form can be found at msgcu.org under *Make the Switch*.
- ◆ Make sure that you leave enough money in your former account to cover any outstanding transactions.
- ◆ Check with your former financial institution to ensure no other forms or fees are required.

Step 5 CONVERT BILL PAYMENT

- ◆ Sign up for free Internet Account Access by simply logging into msgcu.org and clicking on the *Account Access* button.
- ◆ Select the Bill Pay option, and under Payee Management, select Add a New Payee. Enter all of the Payees you wish to pay using our free Bill Pay service.
- ◆ For further instructions on scheduling payments and paying bills, see the demo on the msgcu.org *Account Access* page.

Please visit msgcu.org for printable *Make the Switch* sample forms.

If you have additional questions about making the switch, contact us at 586.263.8800 or 1.866.MSGCU4U, option 6.



Automatic Withdrawals (Debits) Checklist

Update payment arrangements for:

- ◆ Mortgage Company
- ◆ Auto Loan(s)
- ◆ Credit Card(s)
- ◆ Gas/Electric Company
- ◆ Water Bill
- ◆ Cable/Satellite
- ◆ Telephone/Cell Phone
- ◆ Internet
- ◆ Car or Homeowners Insurance
- ◆ Health Insurance
- ◆ Life Insurance
- ◆ Health Club Dues
- ◆ Movie/Magazine Subscriptions
- ◆ Other (refer to your financial statements)

It may take more than one payment cycle for changes to become effective. A voided check may be required.

