

Thank you for opening a checking account at Town & Country Credit Union. We're glad you're here and want you to get the most benefit from our accounts. Here are four steps to help you switch your automatic deposits and withdrawals to your new account.

1 Get Organized.

Look at the last three months of activity from your old bank or credit union account. Use our Transaction Checklist on the following page to look for automated deposits or withdrawals that need to be moved and updated.

2 Set up your Direct Deposit.

Use our Direct Deposit Account Verification form to set up direct deposit easily. Stop by any location, and we will print a form that contains our routing number, your account number and a sample voided check. Call us at 1-800-872-6358 to request a copy be securely emailed to you. You'll then submit this form to your employer's payroll department, the Social Security office, a pension or retirement plan administrator, brokerages, or another organization that handles your automatic deposits.

3 Move Automatic Payments.

Contact each vendor or log into your online accounts for information on changing transfers or automatic payments.

4 Close your old Account.

After receiving direct deposits into your Town & Country account and payments are no longer coming out of your old account, contact your old bank or credit union and let them know you'd like to close your account.

TRANSACTION CHECKLIST

Look at the last three months of activity from your old bank or credit union account to identify automated deposits or withdrawals that need to be moved and updated.

Direct Deposits List all deposits into your account.

Deposit Type	Company	Account Number
Payroll		
Social Security		
Pension/Retirement		
Investment/Brokerage		

Automatic Payments/Transfers List all withdrawals from your account(s).

Service	Company	Account Number
Insurance		
Life Insurance		
Gas		
Electric		
Water		
Garbage		
Phone		
TV/Cable		
Internet		
Streaming Services		
Mortgage/Rent		
Credit Card		
Childcare		