



Print out this checklist and use it to track your progress.

Mark items off as you complete them.

- Open your account at Education Personnel Federal Credit Union. You may do this by visiting us at 1102 N Walnut St in Danville. Don't forget your state issued ID and your Social Security Number.
- Use the [Direct Deposit Change Request](#) form to notify your employer's payroll department or other companies you receive deposits from (government deposits, pension, transfers from other financial institutions, investment dividends, child support or other court-issued deposits, etc.). The form will have necessary information for a smooth change-over. To change Social Security deposits, [visit: www.ssa.gov/deposits/howtosign.htm](http://www.ssa.gov/deposits/howtosign.htm)
- Review your current account statements and make a list of direct deposits, automatic withdrawals and scheduled bill payments clearing your old checking account. Use our [Account Transfer Checklist](#) as a guide. As you have made your list, mark off which deposits and withdrawals you have covered and the ones you still need to transfer to EPFCU. Tip: Some of your bills may not come out every month.
- Most companies have a website where you can change your payment information or you can call them. If that is not an option, send written notices to companies who automatically take payments from your checking account using our [Automatic Payment Deduction Form](#).
- Wait at least a month before closing your old account to make sure all automatic deposits and withdrawals have cleared your new account for the first time. In the meantime, leave enough funds in your previous account to cover any outstanding payments or withdrawals that may have not yet been switched to your new account. Waiting for each of your automatic withdrawals and deposits to come through your new account at least once is a sure way of knowing it was successfully updated with your new account information.
- Once you're certain all deposits, automatic payments, checks, and debit card transactions have been successfully moved to your EPFCU account, send a written notice to your old financial institution asking them to close your account. Use our [Account Closure Form](#) to help.