

Switch Kit Checklist

1 Open Your New Account

It takes \$1.00 to open your Prime Share account . At Topside Federal Credit Union quality meets afford-ability.

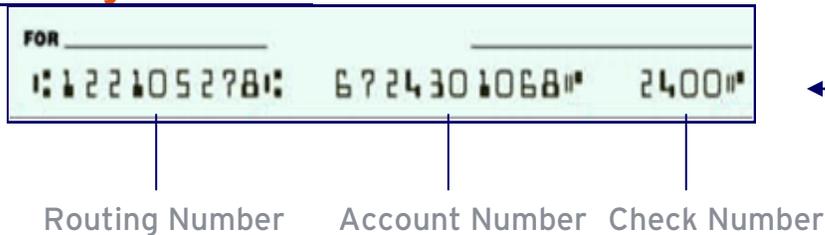
2 Close Your Old Account

Verify all transactions and checks have cleared and leave enough funds to cover any remaining ACH's.

3 Switch your Direct Deposit and Automatic Withdrawals

Complete the form located below this checklist and send to the company that takes out your automatic payments. Contact your employer to change your direct deposit. Please ask for more forms if needed.

Routing Number-251480398



To find the account numbers for your old account, look at the bottom of your checks for a series of numbers.

Locations :

King George/ Dahlgren

17442 Dahlgren Road
Dahlgren, VA 22448
540.663.2181

Plaza Drive Branch

5472 James Madison Parkway
King George, VA 22485
540.663.2181

Fredericksburg

2004 Augustine Avenue
Fredericksburg, VA 22401
540.373.5127

Southpoint

5422 Southpoint Plaza
Way Fredericksburg, VA
22407 540.373.5127

Close Account

Date: _____

Financial Institution: _____

Address: _____

City, State, Zip: _____

To Whom It May Concern,

Please close my account _____ (account number), and send a check for the remaining balance to me at the address listed below. If you have any questions about this request please contact me during the DAY/EVENING (circle one) at(_____) _____ (phone number).

Thank you,

Sincerely,

Signature _____
Name: _____ (print)

Joint Owner Signature _____
Joint Owner Name: _____ (print)

Address: _____

City, State, Zip: _____

Please send this to the financial institution that has your current checking and/or savings account, after you are sure all outstanding items have cleared and all automatic debits have ceased.

Automatic Payment Transfer

Date: _____

Vendor/Merchant: _____

Account #: _____

Last Payment Date: _____

Dear Account Representative,

Please note that all future automatic payments made on above noted account should be taken from my Topside Federal Credit Union account.

I understand that I need to give a notice of at least two weeks prior to the next scheduled transaction. So, I will expect the last transaction from my current financial institution, to be on the date listed above and the first transaction from Topside Federal Credit Union to be on _____.

Please consider this request, indicated by my original signature, as a formal order to forward any pending future payments/drafts to my new account as indicated below.

My Topside Federal Credit Union account information is as follows:

Topside FCU routing number: 251480398

Address: Topside Federal Credit Union, P.O, Box 519, Dahlgren, VA 22448

My Topside FCU account number: _____

Sincerely,

Please send this to the company that takes your automatic payment. (e.g. Utility Company, Insurance, etc.).