

# SWITCH KIT

## Switching is easier *here*.

We know that switching your checking account from there to here can be time consuming, so we've put together this switch kit to make it as easy as possible. Just follow these simple guidelines and complete the attached form to switch your direct deposit.

### Switching direct deposits

To begin or transfer direct deposits, the following information is needed:

- Employer or deposit initiator's name and address
- Bethpage account number
- Bethpage ACH routing/transit number: 221473652

Typical sources for direct deposit include:

- Employer's human resource department
- Company handling your retirement/pension
- Social Security Administration

Complete the attached "Direct Deposit Request Form" for each organization. Need help? Just stop by any Bethpage branch office and we will be happy to complete and mail the form for you.

### Transferring Online Banking Payees

Do you use your old bank to pay bills online via their website? If you do, you'll want to sign up for Bethpage Online Banking and Bill Pay.

- Log on to your old bank's online banking site and select the option to view your payees
- Print the details to use when you set up your Bethpage Bill Pay service
- Cancel recurring payments from your old bank to avoid paying a bill twice

If you have any questions, please don't hesitate to call our Member Service Line at 800-628-7070.

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## Direct Deposit Request Form

\_\_\_\_\_  
Company/Institution Name (e.g., "Social Security Administration")

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Phone Fax

\_\_\_\_\_  
Account Holder's Name Account Number

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Home Phone Work Phone

### To Whom It May Concern:

You are currently depositing my paycheck to the following account:

Financial Institution Name: \_\_\_\_\_

Routing Number for Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

As of \_\_\_\_\_(date), please start making this automatic deposit into my account at:

Bethpage Federal Credit Union

Routing Number: 221473652

Account Number: \_\_\_\_\_

If you have any questions about this request, please contact me at \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Complete and send this form to each company where you have an arrangement for deposits in your account.*