



STEP 1: Switch Kit Worksheet

**We'll make it quick and easy to switch your accounts to Mid-Illini Credit Union.
Simply use this handy checklist to help you make the switch!**

1. Have your Mid-Illini Credit Union (MICU) account number(s) ready when completing the authorization forms in the switch kit:

Account Number: _____

MICU's Routing Number: **271176103**

2. Gather information to switch direct deposits/automatic deposits using the **Authorization to Change Direct Deposit:**

- | | |
|---|--|
| <input type="checkbox"/> Employer Deposit | <input type="checkbox"/> Brokerage Deposits |
| <input type="checkbox"/> Government Deposit | <input type="checkbox"/> Child support or court-ordered deposits |
| <input type="checkbox"/> Social Security Administration | <input type="checkbox"/> Other |

3. Gather information to switch automatic payments/withdrawals using the **Authorization To Change Automatic Withdrawal:**

- | | |
|--|---|
| <input type="checkbox"/> Mortgage/Rent | <input type="checkbox"/> Auto |
| <input type="checkbox"/> Association Fees | <input type="checkbox"/> Club/Membership Dues |
| <input type="checkbox"/> Internet Service | <input type="checkbox"/> Cable TV/Satellite |
| <input type="checkbox"/> Investments | <input type="checkbox"/> Credit Cards |
| <input type="checkbox"/> Utilities: Electric, Gas, Water | <input type="checkbox"/> Phone/Cell Phone |
| <input type="checkbox"/> Online billing | <input type="checkbox"/> Other |

4. Close any unnecessary savings, checking & bill payment accounts using the **Authorization To Transfer Funds:**

Other Financial Institutions (Name and Address):

5. Transfer high-rate credit card balances to your Mid-Illini Credit Union VISA® using the **Balance Transfer Authorization:**

Credit Cards to Transfer (card number):

6. Additional money-saving options to explore:

- Refinance your auto loan at MICU
- Refinance your mortgage loan at MICU
- Finance other things you need to buy with a Home Equity Loan or HELOC from MICU

For additional details – or help switching your accounts to Mid-Illini Credit Union – just ask us! We'll be glad to help. Visit us at 1811 Eastland Drive in Bloomington or call **309.661.1166**.



STEP 2: Authorization to Change Direct Deposit

Instructions: Complete this authorization to change direct deposits to Mid-Illini Credit Union (MICU). Provide this completed form to your payroll office or any other payor who makes automatic deposits to your account.

Date Employee ID Number

Employee Name Employer's Name

Employer's Address City State ZIP

To Whom It May Concern:

You are currently making direct deposits on my behalf to this account:

Previous Financial Institution Previous Financial Institution's Routing Number

My Account Number at Previous Financial Institution

I hereby authorize and request the employer named above to deposit the amounts indicated to Mid-Illini Credit Union for each payroll period beginning on the start date listed below and until further notice from me. Please discontinue direct deposits at the financial institution listed above and effective on _____ **make direct deposits** to my account at: *start date*

**Mid-Illini Credit Union
1811 Eastland Drive
Bloomington, IL 61704**

Routing Number: **271176103**

- | | | | |
|------------------------------------|--------------|-----------------|---------------------------------------|
| <input type="checkbox"/> Checking | Acct # _____ | Amount \$ _____ | <input type="checkbox"/> Weekly |
| <input type="checkbox"/> Savings | Acct # _____ | Amount \$ _____ | <input type="checkbox"/> Bi-Weekly |
| <input type="checkbox"/> Other | Acct # _____ | Amount \$ _____ | <input type="checkbox"/> Monthly |
| <input type="checkbox"/> Net Check | | | <input type="checkbox"/> Semi-Monthly |

If you have any questions about this request, please contact me.

Phone Number: _____ Day Evening (check one)

Thank you,

Signature

PLEASE NOTE:
Your employer may require you to complete their own direct deposit form and/or include a voided check for the account that funds will be deposited in.

Address City State ZIP



STEP 4: Authorization to Transfer Funds

Mid-Illini Credit Union Account Information:

Account Owner's Name

Joint Account Owner's Name

Account Number: _____

Transfer Account Funds From:

Previous Financial Institution

Previous Financial Institution Account Number

Previous Financial Institution Address

City

State

ZIP

Phone

Instructions to Transferring Institution (check all that apply):

- Transfer all funds and close my account
- Transfer exactly \$_____
- Transfer the funds immediately
- Transfer the funds on the following date _____
- Other _____

Please accept this letter as my authorization to transfer funds from the above named account to:

Mid-Illini Credit Union
1811 Eastland Drive
Bloomington, IL 61704

Routing Number: **271176103**

Please make the check payable to Mid-Illini Credit Union and note on the check that it is for deposit to my Mid-Illini Credit Union account number _____.

Account Owner's Signature

Date

Joint Account Owner's Signature

Date

