



## 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<sup>®</sup> 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**.



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CREDIT UNION**

WHERE DIFFERENT | IS BETTER

## 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

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**STEP 3: Authorization to Change Automatic Withdrawals**

**Instructions:** Complete this authorization to have automatic withdrawals (electronic payments) made from your Mid-Illini Credit Union (MICU) account. Print one authorization for each company that makes automatic withdrawals from your account. Remember to change any automatic withdrawals (electronic payments) made by debit card.

\_\_\_\_\_  
Name of Payee/Merchant

\_\_\_\_\_  
Payee/Merchant Address City State ZIP

\_\_\_\_\_  
Account Number Amount of Payment

\_\_\_\_\_  
Phone Date

I hereby authorize and request that my automatic withdrawal/electronic payment from:

\_\_\_\_\_ at \_\_\_\_\_  
Account Number Previous Financial Institution

Be changed to:

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

Routing Number: **271176103**

MICU Account Number: \_\_\_\_\_ Savings  Checking  (check one)

I authorize this change in automatic withdrawal/electronic payment on \_\_\_\_\_.  
*effective date*

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

Phone Number: \_\_\_\_\_ Day  Evening  (check one)

Thank you,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address City State ZIP

\_\_\_\_\_  
Date



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**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 \_\_\_\_\_



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## STEP 5: Authorization to Transfer Credit Card Balances

**Instructions:** Complete this authorization to have credit accounts with other creditors switched to your Mid-Illini Credit Union (MICU) VISA® card. Use more forms as needed; return this completed form to MICU.

### Balance Transfer #1 Information

\_\_\_\_\_  
Name of creditor

\_\_\_\_\_  
Payment Address

\_\_\_\_\_  
City, State, ZIP

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

Amount to Transfer \$ \_\_\_\_\_

### Balance Transfer #2 Information

\_\_\_\_\_  
Name of creditor

\_\_\_\_\_  
Payment Address

\_\_\_\_\_  
City, State, ZIP

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

Amount to Transfer \$ \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP

\_\_\_\_\_  
Mid-Illini Credit Union Account Number

\_\_\_\_\_  
Best daytime phone number

Balance transfers will be treated as cash advances. Please continue to make payments on your other credit accounts until Mid-Illini Credit Union notifies you that the balance(s) have been transferred. Payment of the amount(s) authorized by you may or may not satisfy any outstanding balances(s) on the designated account(s). Mid-Illini Credit Union is not responsible for any remaining balance(s) or additional charges resulting in any delay in the payment and transfer of balance(s). The total amount(s) paid and transferred cannot exceed your account credit line. Mid-Illini Credit Union reserves the right to refuse any balance transfer request. Balance transfers do not carry a grace period.

\_\_\_\_\_  
Account Owner's Signature

\_\_\_\_\_  
Date