

# Switch Kit



## Changing Your Account to Progressions Credit Union Has Never Been Easier!

We are committed to making your switch to Progressions Credit Union as easy as possible. We've included all the forms and necessary steps to make it easy to start enjoying all Progressions Credit Union has to offer.

Follow these simple steps and easy-to-use forms to guide you through the process of switching accounts to Progressions Credit Union.

1. Open your new Progressions Credit Union membership [online](#), in one of our [branches](#), or by calling us at 509.535.0191.
2. Change your direct deposits and automatic payments using our routing number (325182687) and your Progressions Credit Union account number.
3. Close your account at your old financial institution. Verify all checks, card transactions, and scheduled bill payments have cleared the old account.

### Easy-to-Use Forms

- **Simple Steps to Switch**
- **Direct Deposit Change Form** – Use this form to request the direct deposit of funds to your new Progressions Credit Union account.
- **Automatic Payment Authorization Form** – Use this form to request the transfer of an automatic payment.
- **Account Closing Form** – Use this form to request the closing of your account at your former financial institution.

# Simple Steps to Switch



## 1. Open your new account

Visit any of our locations or click “Open Account” on our website, [progressionscu.org](http://progressionscu.org), to open your new account at Progressions Credit Union. You will need the following information to complete the account opening process:

- Current, unexpired, government issued photo identification with current address.
- Verification of address if the address on your identification is not your current address.
- \$20.00 membership fee.
- Social Security Number.

## 2. Switch your Automatic Transactions

Once you open your Progressions Credit Union account number, complete the Direct Deposit Form and/or the Automatic Payment Authorization Form for each automatic transaction. These forms should be submitted to each of the companies or financial institutions that handle your automatic deposits and withdrawals. If you have more than one automatic transaction, complete a form for each. Examples may include:

### Direct Deposit Sources

- Employers
- Government Deposit (Social Security, VA, etc.)
- Brokerage Deposits (dividends, interest)
- Child Support or other court-issued deposits
- Transfers from other financial institutions

### Utility Payments

- Gas/Electric
- Water
- Cable/Satellite
- Phone
- Garbage
- Internet

### Other Payments

- Mortgage
- Child Support or other court issued payments
- Insurance (home, auto, renters)
- Loans (car, credit card, home equity)
- Automatic investments
- Account transfers

## 3. Close your old account

Once all of the outstanding payments and deposits have been cleared from your old account and you are sure there will be no further activity, complete the Account Closing Form and mail or fax to your old financial institution. This form will instruct them on where to send any remaining funds. Be sure to shred any un-used checks, deposit slips and all old debit and ATM cards by running them through a shredder.

## 4. Enjoy all the convenience of your new Progressions Credit Union account!

With **FREE** Bill Payer, Online Banking, Mobile Banking, shared branching access at more than 5000 locations, over 30,000 surcharge-free ATM's, and more, Progressions Credit Union is your one-stop shop for all your financial needs.



# Automatic Payment Authorization Form



Use this form to request the transfer of an automatic payment to your Progressions Credit Union savings or checking account. Complete one form for each payment. Many companies also provide information on their website or on their bill/statement explaining how to make changes or establish an automatic payment. Please allow sufficient time for your first automatic payment to be activated with your new Progressions Credit Union account.

\_\_\_\_\_  
Name

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

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

### To Whom It May Concern:

I would like to change my payment instructions. Currently you are withdrawing a \$\_\_\_\_\_ payment from:

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

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

Account Type: \_\_\_\_\_

\*Effective \_\_\_\_\_ (date), please stop making withdrawals from that account and instead withdraw funds from:

**Progressions Credit Union  
2919 E Mission Ave  
Spokane WA 99202-3691  
ABA Routing Number: 325182687**

Progressions Credit Union Checking # \_\_\_\_\_  
(This 12-digit number is located on the bottom of your checks)

Progressions Credit Union Savings Account # \_\_\_\_\_

If you have any questions about this request, please contact me at this number during normal business hours:

\_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Account owner's signature

\_\_\_\_\_  
Joint Account Signature (if applicable)

\_\_\_\_\_  
Account owner's name

\_\_\_\_\_  
Joint Account Owner's Name (if applicable)

*\*Please note: If you are making a payment from your checking account, be sure to attach a voided check from your Progressions Credit Union checking account. It is recommended that you maintain accounts at both financial institutions until your automatic withdrawal authorization change is complete. Contact the company that generated your automatic withdrawal to determine when your automatic withdrawal will become effective. The company may require you to complete additional forms in order to process your transfer.*

# Account Closing Form



Use this form to request that the account(s) you currently have with your former financial institution be closed and any remaining funds sent to you. Prior to closing your accounts, consult with your former financial institution to determine if there are any fees associated with closing your account. Please remember to keep enough funds in the account until all outstanding payments and transactions have cleared.

Date: \_\_\_\_\_

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

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 for any remaining funds and interest earned in the account(s).

Please close the following accounts:

Account #: \_\_\_\_\_ Account Owner's Name: \_\_\_\_\_

(Check one)  Savings  Checking  Money Market  Other \_\_\_\_\_

Account #: \_\_\_\_\_ Account Owner's Name: \_\_\_\_\_

Savings  Checking  Money Market  Other \_\_\_\_\_

Account #: \_\_\_\_\_ Account Owner's Name: \_\_\_\_\_

Savings  Checking  Money Market  Other \_\_\_\_\_

If you have any questions about this request, please contact me at this number during normal business hours:

\_\_\_\_\_.

I understand that I will need to verify that all outstanding payments and deposits have cleared before the account is closed. I have already made arrangements to switch any automatic debits and deposits I have associated with this account.

Sincerely,

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

\_\_\_\_\_  
Account Owner's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Joint Account Signature (if applicable) Date

# Account Balance Worksheet



Use the worksheet to balance your checkbook register beginning with the current checking account balance shown on your most recent bank statement.

After you have completed this worksheet and set up your new checking account, you should no longer use your old checking account. Note: All pending transactions must be cleared before the account is closed.

1. Your current balance on your current checking statement \$ \_\_\_\_\_  
Current statement balance

2. List deposits that do not appear on your statement.

Date	Amount
_____	_____
_____	_____
_____	_____

+ \$ \_\_\_\_\_  
Total step 2

3. Subtotal by adding Steps 1 and 2 = \$ \_\_\_\_\_  
Total steps 1 & 2

4. List outstanding checks, transfers, withdrawals, debit card purchases, ATM withdrawals, automatic debits, bill pay transactions and any other fees that do not appear on your statement.

_____	_____
_____	_____
_____	_____

- \$ \_\_\_\_\_  
Total step 4

5. Subtract Step 4 from Step 3.  
This amount should match your checkbook register balance. = \$ \_\_\_\_\_

**Retain this worksheet for your records.**