

4 steps to switch your accounts!

1. Open your new Keys Federal Credit Union membership at any branch.

- a. Membership is open to everyone who lives or works in the Florida Keys, and their family members. We welcome Florida Keys businesses and non-profit organizations too.
- b. Confirm you have received and activated your new VISA Check Card.
- c. Confirm you have received your new Keys FCU checks.
- d. Log into Online Banking at www.KeysFCU.org. Update your password if applicable.
- e. Download our Mobile Banking App (Android™, Apple™, Blackberry™) from your App Store.
- f. Set up unlimited free online bill payments with Keys Bill Pay.
- g. FREE Mobile Deposit is available upon your 31st day of membership. (restrictions may apply)

2. Stop using your old accounts.

- a. Do not write anymore checks or initiate any new automatic withdrawals or deposits to your old account.
- b. Ensure funds are available in your old account to cover any automatic payments, checks, and check card transactions that may still be processed.
- c. Destroy unused checks, debit cards and deposit slips from your old financial institution.

3. Switch your financial transactions to your new Keys Federal Credit Union accounts.

- a. Review recent statements from the old checking account you want to close.
- b. Gather the list of names, addresses and account numbers of the companies that have electronic debits and/or credits set up in your old account.
- c. Send the companies with electronic debits and/or credits set up in your old account the appropriate letters from this Switch Kit to notify them of your new account.

Keys Federal Credit Union's Routing/ABA Number is 267079557.

4. Close your old accounts.

- a. Verify that all checks, check card transactions, and scheduled bill payments have cleared your old checking account.
- b. Verify that your direct deposits and automatic payments have begun posting to your new Keys Federal Credit Union account. This may take 4 to 8 weeks.
- c. Complete the Close Account Authorization and send it to your old financial institution.
- d. FREE Notary Service is available at any branch for your Close Account Authorization.

TIP: Keep a copy of all completed forms for your records. Mail a signed and dated original to each affected company. Be sure to include a copy of a voided check if necessary.



Membership is **REWARDING**

305-294-6622 • KeysFCU.org

Dedicated to YOU

We've been serving the Keys for over 70 years. And, like you, we live and work here. What we make in the Keys, stays in the Keys.

