

# Update your account information.

- **Switch your Direct Deposits:**

Complete the **Change Direct Deposit Authorization** and send one to each company that you have set up with direct deposit (employers, government deposits, pension, transfers from other financial institutions, investment dividends, child support or court-issued deposits, etc.). This form will let them know that you want your direct deposits to go to your new Keys Federal Credit Union account. **Keys Federal Credit Union's Routing/ABA Number is 267079557.**

**TIP:** If your employer offers Direct Deposit, complete the **Change Direct Deposit Authorization** and give it to your payroll or Human Resources department to have your paychecks automatically deposited into your new Keys Federal Credit Union account(s).

- **Switch Automatic Payments:**

Complete the **Automatic Payment Authorization** to have new or existing automatic payments taken from your Keys Federal Credit Union account. Be sure to complete this form for each automatic payment you need to switch. Please note: It may take 4-8 weeks for all your automatic payments to switch over to Keys Federal Credit Union.

- **Switch Automatic Debit Card Payments:**

Contact each company that takes payments from your old checking account using your old debit card. Let them know that you have switched to Keys Federal Credit Union and give them your new VISA Check Card number and expiration date.

- **Switch your Bill Pay information:**

If you are using bill pay at your old financial institution, please set up your payment information in Keys Bill Pay. You will need a copy of the bills you want to pay with Keys Bill Pay to complete the set up process. For more information visit [www.KeysFCU.org/keys\\_online\\_bill\\_pay.php](http://www.KeysFCU.org/keys_online_bill_pay.php)

- **Close your old account:**

Confirm all your outstanding checks have cleared your old account. Verify all your direct deposits and automatic payments are now active in your new Keys Federal Credit Union account. Complete the **Close Account Authorization**, bring it to any branch for notarization and mail it to your previous financial institution. This form requests they close your old account and mail you any remaining funds.

**TIP:** You may wish to confirm that each automatic payment or deposit company has received the switch forms before permanently closing your old accounts.



Membership is **REWARDING**

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## Green for EVERYONE

Protect your information and get it faster with Mobile and Online Banking, estatements, and paperless transactions.

