



## SwitchKit For Members 1<sup>st</sup> NRV

Switching your checking account from your current financial institution to 1<sup>st</sup> NRV is a breeze. Our step-by-step, easy to follow simple SwitchKit will walk you through the process and help you make a smooth transition to a more convenient and rewarding checking account.



### Step 1 – Open Your New 1<sup>st</sup> NRV Account

Either choose Checking Account on your Membership Account Card when you join or complete an Account Change Card to add checking. For steps 3, 4, & 5, the forms are in this brochure. Print as many forms as you need. There is no minimum balance required and no monthly service fees.

We do not encourage overdrafts or NSF's that would take your account into the negative. However, we do offer an overdraft program to give you peace-of-mind checking. You will need to choose this option when you open your account to assure that you receive the overdraft privilege. Visit our website at [www.firstnrvfcu.org](http://www.firstnrvfcu.org) to learn more about overdraft coverage.

### Step 2 – Stop Using Your Old Checking Account

Be sure to leave sufficient funds in your old account long enough for outstanding checks and automatic withdrawals to clear. This may take 10 or more days.

#### EXAMPLES OF DIRECT DEPOSITS:

- Payroll
- Social Security Administration
- Government
- Retirement
- Investments
- Child Support or court issued payments

### Step 3 – Switch Your Direct Deposit(s)

If your employer is sending your paycheck directly to your current checking account (or a savings account) at another financial institution, you may be able to access and change the form online through your employer. If it's not available online, you can request a direct deposit form from your human resources or personnel department. If a form isn't provided by your employer, use the "Authorization to Switch Direct Deposit" form to notify your employer, Social Security Administration or your retirement plan administrator to begin sending your check directly to your new 1<sup>st</sup> NRV checking account.

### Step 4 – Switch Your Automatic Payment Drafts

If you have automatic payments drafted from your current checking account (or debit card), you can either change them to 1<sup>st</sup> NRV on the web site of each business or organization or you can use the "Authorization to Switch Automatic Payment Drafts" form in this brochure. To get started list all your recurring automatic drafts, account transfers, and bill payments. Examples of Automatic Payments or Debits are located in the box to the right.

As an option, you can set up automatic drafts from your account through 1<sup>st</sup> NRV's Bill Pay Service. There's a link to this service on your menu bar in your online banking. 1<sup>st</sup> NRV's Bill Pay Service is free of charge.

### Step 5 – Close Your Previous Account

When you have completed steps 1 through 4, before you submit the "Request & Authorization to Close Account(s)" form to your previous Institution, verify that:

- All debits have cleared your old account
- All your direct deposits and automatic drafts are coming to your new 1<sup>st</sup> NRV checking or savings properly

Be sure to destroy all unused checks & deposit slips and ATM/debit cards associated with your old accounts.

### Step 6 – Enjoy Your New Free\* 1<sup>st</sup> NRV Checking Account

Yes, at 1<sup>st</sup> NRV, we offer Free\* checking accounts! We offer online banking through our website with anywhere, anytime access to your accounts including bill pay, mobile transfers, mobile checks, and statement access.

If you have questions or need assistance, either visit [www.firstnrvfcu.org](http://www.firstnrvfcu.org) or call us at 540-639-0885.

\*Does not include NSF, overdraft fees, stop payments or foreign ATM fees.

#### EXAMPLES OF AUTOMATIC PAYMENTS OR DEBITS

##### Utility:

Water  
Gas & Electric  
Cable/Internet/Satellite  
Telephone  
Mobile Phone  
Trash/Recycling

##### Other Payments:

Mortgage  
Loans (auto, home equity, credit cards)  
Insurance (life, auto, homeowners, renters)  
Health Club  
Investments & Annuities  
Charitable Donations  
Child Support or court issued payments

# 1st NRV FCU SwitchKit FOR MEMBERS

## AUTHORIZATION TO SWITCH DIRECT DEPOSIT

(Please complete and send this form to each company or organization that is automatically depositing funds into your existing checking or savings account.)

Employee/Depositor's Name \_\_\_\_\_

Employee or ID Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Please switch my direct deposit to:

1<sup>st</sup> NRV FCU

PO Box 2963, Radford, VA 24143

Routing & Transit No: 251482066

New Checking Account Number \_\_\_\_\_

New Savings Account Number \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

## AUTHORIZATION TO SWITCH AUTOMATIC PAYMENT DRAFTS

(Please mail or deliver this form with a voided check or deposit slip from your new 1<sup>st</sup> NRV checking account to the companies and/or organizations that automatically withdraw money from your current account.)

Date \_\_\_\_\_

To (Name of Payee – utility company, lender, health club, etc) \_\_\_\_\_

Re: (My account number with this Payee) \_\_\_\_\_

Payee Address \_\_\_\_\_

Payee City / State / Zip \_\_\_\_\_

I have recently moved my checking and/or savings account and hereby instruct you to switch the automatic withdrawal of my payment to you To my new account at 1<sup>st</sup> NRV FCU. Note that this payment has previously been drafted from the account that I'm closing.

(Enter the Account Number above that was previously being drafted.)

Start drafting from my new account at:

1<sup>st</sup> NRV FCU

PO Box 2963, Radford, VA 24143

Routing & Transit No: 251482066

New Checking Account Number \_\_\_\_\_

New Savings Account Number \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## REQUEST & AUTHORIZATION TO CLOSE MY ACCOUNT(S)

(Please mail or deliver to each financial institution where You wish to close accounts.)

Date \_\_\_\_\_

To (Name of Financial Institution) \_\_\_\_\_

Re: (My Account Number with this institution) \_\_\_\_\_

Institution Address \_\_\_\_\_

Institution City / State / Zip \_\_\_\_\_

I hereby authorize you to close my account(s) as listed below:

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

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

Money Market Account \_\_\_\_\_

Other \_\_\_\_\_

Please send my remaining balance via check to:

1<sup>st</sup> NRV FCU

PO Box 2963

Radford, VA 24143-2963

Please include this account number on the check: \_\_\_\_\_

And make note on the check that it is for my benefit.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_