

Switch Kit Checklist

Switching your automatic payment and withdrawals from your old financial institution to your new Frontier Credit Union account is easier than you think. Simply follow these three steps.

- Step #1: Print your latest account statement**
- Step #2: Categorize your various account transactions using this form**
- Step #3: Contact companies listed below to change your account information**

Remember, East Idaho Credit Union is here to assist every step of the way. Stop by your local Frontier branch today and let us help.

Direct Deposit

A Direct Deposit is a recurring electronic deposit to your account. The most common types are paychecks from employers, Social Security checks, etc. To switch Direct Deposit(s), complete and submit the Direct Deposit letter to the depositor.

Company Name

Check When Complete

| | |
|--------------------------|--|
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |

ACH Withdrawal

ACH Withdrawals are automatic payments you have scheduled to come from your account. Examples include; automatic withdrawals for cable, utility, and insurance bills. To establish the ACH withdrawal, you may have submitted a voided check to the company or gave them your account and routing numbers. To notify these companies of your new Frontier account, log on to your account with them and request the change. Or, complete and submit our Automatic Payment Letter to the institutions you list below.

Company Name

Check When Complete

| | |
|--------------------------|--|
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | |



Online Bill Payment

If you use Online Bill Payment to pay your bills, you will need to add your payees to your new Frontier Bill Payment account. Before closing your Bill Payment account at your previous institution, use this form to write down your current payee information. Then, set up new payees in your Frontier Bill Payment account using the Bill Payment link online.

| |
|---|
| Payee Name _____ |
| Account # _____ |
| Address _____ _____ _____ |
| Check When Complete _____ <input type="checkbox"/> |

| |
|---|
| Payee Name _____ |
| Account # _____ |
| Address _____ _____ _____ |
| Check When Complete _____ <input type="checkbox"/> |

| |
|---|
| Payee Name _____ |
| Account # _____ |
| Address _____ _____ _____ |
| Check When Complete _____ <input type="checkbox"/> |

| |
|---|
| Payee Name _____ |
| Account # _____ |
| Address _____ _____ _____ |
| Check When Complete _____ <input type="checkbox"/> |

| |
|---|
| Payee Name _____ |
| Account # _____ |
| Address _____ _____ _____ |
| Check When Complete _____ <input type="checkbox"/> |

| |
|---|
| Payee Name _____ |
| Account # _____ |
| Address _____ _____ _____ |
| Check When Complete _____ <input type="checkbox"/> |



Recurring Debit Card Withdrawals

These are automatically recurring withdraws you have established using your debit card. Typically these are routine monthly bills, cable or utility bills, health club dues, etc. You would have given the company your debit card number to set up these transactions. Once you have your new EICU debit card you will need to contact the companies you list below and give them your Frontier card information or set the account up on bill pay for more convenience to you in managing future changes.

Company Name

Check When
Complete

| | |
|--------------------------|-------|
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |
| <input type="checkbox"/> | _____ |

Letter of Closure

Upon completion of these steps, submit a Letter of Closure to your previous financial institution.

Financial Institution Name

Account #

Business Address

| |
|-------|
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |

If you have any questions, please contact your local Frontier Credit Union Branch.

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