



4311 Middle Settlement Road • New Hartford, NY 13413
Phone: (315) 724-1654 • Fax: (315) 737-2990 • www.gpofcu.com

5 SIMPLE STEPS TO A BETTER CHECKING ACCOUNT

STEP 1: Stop using your old account and debit card once your GPO checking account has been open. Allow up to two weeks for outstanding checks or withdrawals to clear your old account.

STEP 2: Switch your direct deposit. Complete and deliver the Payroll Direct Deposit form to your employer or depositing organization; Federal agencies can be called directly to switch your direct deposit of Social Security: Call the Social Security Administration at 1-800-772-1213.

STEP 3: Redirect your automatic withdrawals/payments. Contact the company initiating the withdrawals and provide them with your new GPO checking account number or complete and mail the attached Automatic Withdrawal form.

STEP 4: Close your old account. Ensure all outstanding checks and withdrawals have cleared and that your direct deposit(s) and automatic withdrawals have been transferred. Complete and send the Close My Old Account form to your former financial institution.

STEP 5: Sign up for our online and mobile banking services. Log into GPO's online account access to view your account history, transfer funds and view check images. Download GPO's enhanced mobile app featuring remote controls for cards and income tracking from the iTunes App Store or Google Play.

CONGRATULATIONS ... on making the switch to GPO Federal Credit Union! For questions, visit www.gpofcu.com or call (315) 724-1654. We look forward to meeting all of your financial needs.



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CHANGE MY PAYROLL DIRECT DEPOSIT

Date: _____

Employer/Depositor's name: _____

Address: _____

City, State, Zip: _____

To whom it may concern:

Effective immediately, please stop making deposits to the current account and make deposits to: **GPO Federal Credit Union**

ABA/Routing number: 221380761

Account number: _____

If you want to distribute your deposit to different credit union accounts, contact me at _____ or any GPO Federal Credit Union member service representative at (315) 724-1654.

Thank you.

Signature: _____

Printed name: _____

Address: _____

City, State, Zip: _____

Other information your employer may need:



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CHANGE MY AUTOMATIC WITHDRAWAL

Payment Processor

- Utility
- Cable
- Phone
- Credit Card
- Other

To whom it may concern:

You are currently withdrawing \$ _____ for my _____
(payment type) on _____ (when) from the following account:

Old institution: _____

Routing institution: _____

Account institution: _____

Effective immediately, please stop making payments from my current account and set up payments to come from my **GPO Federal Credit Union** account.

ABA/Routing number: 221380761

Account number: _____

For questions, please call me at _____ or GPO Federal Credit Union at (315) 724-1654.

Thank you.

Signature: _____

Printed name: _____

Address: _____

City, State, Zip: _____



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CLOSE MY OLD ACCOUNT

Date: _____

Bank/Credit Union: _____

Address: _____

City, State, Zip: _____

To whom it may concern:

Effective immediately, please close the following accounts:

Savings account number: _____

Checking account number: _____

Please send a check for the remaining balance to me at the address listed below.

For questions, please contact me at (phone number): _____

Thank you.

Signature: _____

Printed name: _____

Address: _____

City, State, Zip: _____

