



## SMOOTH MOVE SWITCH KIT

Switching your account from one financial institution to another is no longer the hassle it used to be. With Dakota Plains FCU, it is easy and convenient to make the move and we have the tools to get the job done.

### Follow these four easy steps to make a smooth switch to DPFCU!

1. **Discontinue use of your old checking account** - Balance your account and make sure that enough funds are available to cover any outstanding checks, debit card transactions and upcoming withdrawals.

2. **Switch your Payroll/ Direct Deposits** - Send our *Request to Move Payroll/ Direct Deposit form* to all companies/ organizations that currently send you funds. These may include, but are not limited to, payroll from your employer, Social Security or other government deposits, CD interest payments, Child Support deposits, etc.

Social Security changes call 1-800-772-1213 or [www.ssa.gov](http://www.ssa.gov)

Military pay changes visit: [www.mypay.dfas.mil](http://www.mypay.dfas.mil)

3. **Switch your Automatic Withdrawals/ Payments** - Send our *Request to Move Automatic Withdrawal/ Payment form* to any companies that you are paying through automatic payment/ withdrawal. This will provide them with your DPFCU checking account information. This may include Utilities and other payments such as Gas, Electric, Phone, Gym, Water, Cable/Satellite, Loans, Mortgages, Child Support, Insurance, Cellular service, and much more. If you're online, you may also be able to go to these company's websites to change your payment information.

4. **Close your old account** - Send our *Request to Close Account form* to the financial institution where you are closing your old checking account. Make sure all checks have cleared and that there is no more activity on the account.

***Congratulations, you have completed your move!***

PO Box 389, Lemmon, SD 57638 • 605.374.3380 [www.dakotaplainsfcu.com](http://www.dakotaplainsfcu.com)



# Request to Move Payroll/Direct Deposit

To whom it may concern:

Please redirect my payroll/direct deposit to my **Dakota Plains Federal Credit Union** account as of:

\_\_\_\_/\_\_\_\_/\_\_\_\_(mm/dd/year).

**Dakota Plains Federal Credit Union**

519 Main St.  
PO Box 389  
Lemmon, SD 57638  
605.374.3380  
Routing # **291479440**

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

Note: To have your funds deposited into your checking account, use the 6-digit account number at the bottom of your checks.

If you have any questions or concerns please feel free to contact me at

\_\_\_\_\_  
Thank you,

\_\_\_\_\_  
Member's Name (Print)

\_\_\_\_\_  
SSN or ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Complete and return this form to the payer for immediate processing.

P.O. Box 389, Lemmon, SD 57638 • 605.374.3380 [www.dakotaplainsfcu.com](http://www.dakotaplainsfcu.com)

**IF DIRECTING FUNDS TO YOUR DPFCU CHECKING ACCOUNT, ATTACH A VOIDED CHECK HERE.**



# Request to Move Automatic Payment

To whom it may concern:

I authorize your company to initiate debit entries from my account at **Dakota Plains Federal Credit Union**. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination.

Please begin withdrawing future payments from my **Dakota Plains Federal Credit Union** account listed below as of:

\_\_\_/\_\_\_/\_\_\_(mm/dd/year).

## Dakota Plains Federal Credit Union

PO Box 389  
519 Main St.  
Lemmon, SD 57638  
605.374.3380  
Routing # **291479440**

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

Note: To have your funds withdrawn from your checking account, use the 6-digit account number at the bottom of your checks, OR attach a VOIDED check.

If you have any questions or concerns please contact me at \_\_\_\_\_.  
Thank you,

\_\_\_\_\_  
Member's Name (Print)

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

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

Complete and return this form to your payment company for immediate processing.

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NOTE: Please copy this page and send a separate copy to each of your payment companies.

# Request to Close Account

To whom it may concern:

Please close the above account and send the remaining funds to (check one)

**my address on record:**

\_\_\_\_\_  
Address

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

**OR**

**My account # \_\_\_\_\_ at:**

**Dakota Plains Federal Credit Union**

ABA / Routing # **291479440**

PO Box 389

519 Main St.

Lemmon, SD 57638

Thank you,

\_\_\_\_\_  
Member's Name (Print)

\_\_\_\_\_  
Phone #

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date