



**Pelican State**  
credit union®

Your Financial Family for *Life*™

# Switch Kit

## 5 Simple Steps for a Smooth Transition to Your Pelican State CU Checking Account

### 1. Open a Checking Account with Pelican State CU

You can do this at any Pelican branch location or online at [pelicanstatecu.com](http://pelicanstatecu.com).

### 2. Stop Using Your Old Account

Destroy any unused checks, deposit slips and ATM/debit cards. Let all of your outstanding checks clear. We recommend that you keep this account open for at least 30 days after switching to Pelican to avoid accidentally bouncing any items (such as an outstanding check, automatic draft, debit card transaction, etc.).

### 3. Change Direct Deposits

If your paycheck is being automatically deposited (direct deposit) into another checking account, complete the Direct Deposit Form within this Switch Kit and give it to your HR or Payroll Department.\* If you are receiving deposits from the Social Security Administration or a retirement plan, contact those institutions.

### 4. Change Automatic Payments

Consult the Automatic Payment/Deposit Checklist within this Switch Kit to determine which companies you need to notify that you have switched your checking account to Pelican. After notification, these companies should establish automatic payments from your new checking account. A Pelican Member Service Representative will be happy to assist you redirect your automatic payments and direct deposits to your new Pelican checking account.

### 5. Close Your Old Checking Account

After all outstanding charges have cleared, close your old checking account. Other financial institutions may require you to do this in person. Be sure to get a check for any money left over in that account and deposit it into your new checking account with Pelican.

\*Your place of employment may require that you fill out their direct deposit form instead of the one provided by Pelican. As you make the switch, Pelican State CU wants to ensure that you have not omitted any payments. As a suggestion, we recommend that you review your last three bank statements (example: checking, etc).

**Pelican Routing # 265473485**



## Direct Deposit Authorization Form

**Attention Employer:** If you are unable to accept this form, please mail the authorized form that your organization uses to the address below.

\_\_\_\_\_

*Company Name*

\_\_\_\_\_

*Address*

\_\_\_\_\_

*City*

*State*

*ZIP code*

### Deposit Instructions:

#### Pelican State Credit Union

P.O. Box 40088  
Baton Rouge, LA 70835  
**Routing # 265473485**  
1-800-351-4877

\_\_\_\_\_

*Checking Account #*

\_\_\_\_\_

*Full Amount*

\$ \_\_\_\_\_

*Specific Amount*

\_\_\_\_\_

*Savings Account #*

\_\_\_\_\_

*Full Amount*

\$ \_\_\_\_\_

*Specific Amount*

\_\_\_\_\_

*Other Account #*

\_\_\_\_\_

*Full Amount*

\$ \_\_\_\_\_

*Specific Amount*

### I authorize:

- Above listed company to initiate deposits to the above named account(s).
- Pelican State CU to credit entries to the above named account(s).
- That this authorization replaces any previous authorization to remain in effect until I send written notice of change or cancellation.

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

\_\_\_\_\_

*Printed Name*

\_\_\_\_\_

*SS#*

\_\_\_\_\_

*Address*

\_\_\_\_\_

*Telephone #*

\_\_\_\_\_

*City*

*State*

*ZIP code*

**Attach a voided check and/or deposit slip from above identified accounts.**



## Automatic Payment/Deposit Checklist

You may or may not have your monthly payments drafted from your old checking account to the following providers. This checklist is a tool to help you ensure that all current automatic payments will now be drawn from your new account with Pelican, not your old account. You may have other payments being drafted; this is just a list of the most common automatic payments. We encourage you to review your last three bank statements to see all automatic drafts that need to be switched over.

- Mortgage
- Cell Phone
- Home Telephone
- Electricity
- Water
- Sewer/Trash Collection
- Internet
- Cable
- Subscriptions (Netflix, Hulu, etc.)
- Credit Cards
- Home/Car/Life Insurance
- Loans
- Investments
- Health Clubs
- Charities
- Social Security (1-800-772-1213)
- Employer
- Other \_\_\_\_\_

To change your automatic payments to draft from your new Pelican checking account, each of these companies will need to be contacted individually. **A Pelican Representative will be happy to assist you with this.** These companies may ask for a voided check from your new checking account, your account number, Pelican's routing number (265473485) and other information to verify that you have access to this account.

**We're here to make this transition as easy as possible for you! Please call us with any questions or concerns you may have at 1-800-351-4877.**



## Automatic Payment Worksheet

**Stay organized as you update your checking account information with various companies!**

Payee Name:	Completed <input type="checkbox"/>
Address:	
Phone:	
Account Number:	
Payment Made Via:      Debit to Checking Acct.      Debit Card	
First deposit made to new account on: _____	

Payee Name:	Completed <input type="checkbox"/>
Address:	
Phone:	
Account Number:	
Payment Made Via:      Debit to Checking Acct.      Debit Card	
First deposit made to new account on: _____	

Payee Name:	Completed <input type="checkbox"/>
Address:	
Phone:	
Account Number:	
Payment Made Via:      Debit to Checking Acct.      Debit Card	
First deposit made to new account on: _____	

Payee Name:	Completed <input type="checkbox"/>
Address:	
Phone:	
Account Number:	
Payment Made Via:      Debit to Checking Acct.      Debit Card	
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Payee Name:	Completed <input type="checkbox"/>
Address:	
Phone:	
Account Number:	
Payment Made Via:      Debit to Checking Acct.      Debit Card	
First deposit made to new account on: _____	