



Membership Switch Kit

Chicago Patrolmen's Federal Credit Union has made moving your accounts fast and convenient with our Switch Kit. All the letters and forms you will need to make this transition as easy as possible are provided here. All you have to do is print and mail the letters to the appropriate companies and/or individuals.

Three Simple Steps to Switch:

- Open a membership account. You can apply online or you can download a print membership application and bring it to any of our branch locations.
- Download and mail all the necessary forms below and print the checklist to mark your progress.
- Verify that all checks, card transactions, and scheduled bill payments have cleared your old checking account. Close your account at your old financial institution.



Switch Kit Checklist

- Open your membership and checking account at Chicago Patrolmen's Federal Credit Union. You may do this by visiting any of our branch locations or by downloading a membership application.
- Verify that all checks, card transactions, and scheduled bill payments have cleared your old checking account.
- Make certain funds are available in your old account to cover any automatic payments, checks, and card transactions that may still be withdrawn. Check maturity dates on Certificates of Deposit if transferring in order to avoid early withdrawal penalties.
- Direct Deposit Change Request (page 3)**
Send written notices to companies with which you have direct deposit (employer, government deposits, pension, transfers from other financial institutions, investment dividends, child support or court-issued deposits, etc.) notifying them that you want to switch your direct deposits to your new account at Chicago Patrolmen's Federal Credit Union.
- Authorization Agreement for Non-CPD Direct Deposit**
Send written notice to set up direct deposits with any new companies or individuals.
 - To change Social Security deposits, visit: www.ssa.gov/deposit/howtosign.htm or call the Social Security Administration at: 1-800-772-1213 (TTY 1-800-325-0778)
 - Chicago Patrolmen's Federal Credit Union Routing/Transit number: 271078146
- Authorization for Canceling Automatic Payments (page 4)**
Send written notices to companies who automatically take payments from your checking account (utilities, mortgage, insurance, brokerage, credit cards, internet service providers, transfers to other banks, child support or court issued payments, etc.) notifying them that you are closing the account.
- Authorization for Transferring Automatic Payments (page 5)**
Send this form to companies notifying them that you want to transfer existing automatic payments from your previous financial institution to Chicago Patrolmen's Federal Credit Union.
- Authorization for Automatic Payment (page 6)**
Send a notification to companies in order to set up new automatic payments.
- Verify that your direct deposits and automatic payments have begun posting to your new Chicago Patrolmen's Federal Credit Union account.



Direct Deposit Change Request

To (Direct Deposit Source) _____

From (Your Name) _____

Address _____

City _____

State _____ Zip _____

Social Security Number _____

RE: Change of Direct Deposit Routing

Please discontinue sending my automatic direct deposit to

Financial Institution _____

Account Number: _____ Checking Savings

Account Number: _____ Checking Savings

Please begin sending the same deposit to Chicago Patrolmen's Federal Credit Union.

Chicago Patrolmen's Federal Credit Union
1407 W. Washington Blvd., Chicago, IL 60607
Transit/ABA# 271078146

Deposit Instructions

Deposit entire amount to Checking Account Number _____ Share type: _____

Deposit \$ _____ to Savings Account Number _____ Share type: _____

and the remainder to: Checking Account Number _____ Share type: _____

I hereby authorize:

- Above listed entity to initiate deposit of my funds to my Chicago Patrolmen's Federal Credit Union checking or savings account.
- Chicago Patrolmen's Federal Credit Union to credit entries to my account(s).
- This authorization to remain in effect until I send written notice of change or cancellation.

Signature _____ Date _____



Authorization for Canceling Automatic Payment

Date _____

Dear _____,

I am writing to inform you of a change in my banking relationship concerning my Account Number _____.

I currently have my _____ (Name of Vendor)

payment automatically withdrawn from my Checking/Savings Account Number _____.

at _____ (Bank/Credit Union Name) on the _____ (1st, 15th, etc.) of the month.

I would like to cancel those monthly transactions, and submit this letter as written notification of that intention.

I understand I need to give you at least two weeks' notice prior to the next scheduled transaction.

Therefore, I expect the last transaction to be the transaction dated _____ (date of the last transaction).

Thank you for your prompt attention to this request.

Sincerely,

Signature _____ Date _____

Second Signature (if joint account) _____ Date _____

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____



Authorization for Automatic Payment Transfer

Date _____

Dear _____,

I am writing to inform you of a change in my banking relationship concerning my Account Number _____.

I currently have my _____ (Name of Vendor)

payment automatically withdrawn from my Checking/Savings Account Number _____.

at _____ (Bank/Credit Union Name) on the _____ (1st, 15th, etc.) of the month.

I would like to transfer those monthly transactions to my new financial institution, Chicago Patrolmen's Federal Credit Union, and submit this letter as written notification of that intention.

I understand I need to give you at least two weeks notice prior to the next scheduled transaction.

Therefore, I expect the last transaction to be the transaction dated _____ (date of the last transaction) and the first transaction from Chicago Patrolmen's Federal Credit Union to be dated _____ (date of the next transaction).

Thank you for your prompt attention to this request. I have enclosed an Authorization for Automatic Payment form that includes the information necessary for you to begin withdrawals from my Chicago Patrolmen's Federal Credit Union account.

Sincerely,

Signature _____ Date _____

Second Signature (if joint account) _____ Date _____

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____

Enc:



Authorization for Automatic Payment

(send this form to your vendor)

Name _____

Address _____

City _____

State _____ Zip _____

Phone _____

Bank Name Chicago Patrolmen's Federal Credit Union
Routing/Transit number: 271078146

Bank Address Chicago Patrolmen's Federal Credit Union
1407 W. Washington Blvd., Chicago, IL 60607

Account Number _____ Checking Savings

Vendor Name _____

Vendor Account # _____ Payment Amount \$ _____

I (we) authorize _____ (Vendor Name) to initiate variable entries to my checking/savings.

This authorization will remain in effect until I notify _____ (Vendor Name) in writing to cancel
it in such a time as to afford _____ (Vendor Name) a reasonable opportunity to act.

I also agree that I remain obligated to pay for these services in the event that a charge to my account is dishonored, for whatever
reason, and that _____ (Vendor Name) retains its customary collection rights.

Signature _____ Date _____

Second Signature (if joint account) _____ Date _____

NOTE: FOR VERIFICATION PURPOSES ATTACH A VOIDED CHICAGO PATROLMEN'S FEDERAL CREDIT UNION CHECK



(Please Check One)

- New Participant
- Change to Existing Direct Deposit
- Cancel

Direct Deposit Payroll Program

City of Chicago
 City Comptroller's Office
 33 N. LaSalle St., Room 700
 Chicago, IL 60602
 312-744-7762

The City of Chicago announces the Direct Deposit Payroll Program for our employees.

This program utilizes electronic funds transfer to provide you with a timely, accurate, and convenient method of depositing your funds.

With Automated Payment, you can eliminate the hassle of mail delays and late deposits. Direct Deposit Payroll offers you:

- Assurance of Timely Payments
- Convenient Payment Method
- Simple and Easy Sign-up

- Employees choosing the Direct Deposit Payroll plan ensure the necessary funds are available for use.
- Your deposits are made directly to your account, eliminating time-consuming mail delays, waiting in line at the bank, and waiting for funds availability.
- Direct Deposit Payroll plan gives you the reliability and safety advantages of knowing your funds are deposited, even if you are out of town.

[Attach Voided Check Here]



Instructions: Complete the form below and attach an unsigned and voided check from this account to assist in verifying data.

I authorize The City of Chicago hereafter called "The City," to initiate credit entries to my checking account indicated below and the institution named below, hereinafter called "Institution," to deposit to the same such account.

I further authorize "The City" to initiate debits to my account to correct any errors, and "Institution" to initiate any such corrections to my account. This authority is to remain in full force and effect until "The City" and "Institution" have received written notification from me of its termination in such time and in such manner as to afford "The City" and "Institution" a reasonable opportunity to act on it prior to depositing to the account.

Employee Name _____ Employee Social Security #

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Address _____ Employee Number

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City, State, Zip _____ Dept. Name CPD _____ Payroll Number

1	1	8	0
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Home Phone Number _____ Bank Name CHICAGO PATROLMEN'S FCU

Work Phone Number _____ Bank Routing #

2	7	1	0	7	8	1	4	6
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 Checking Savings

Signature/Date _____ Bank Account #

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