



HEARTLAND

C R E D I T U N I O N

Bank like You own the Place.

SWITCH KIT CHECKLIST

Becoming a Heartland Credit Union Member just got Easier

Save time and manage your accounts more easily by consolidating them with Heartland. Whether you are a current member or new to banking at Heartland, we want to make sure you take full advantage of all we have to offer. Our **Switch Kit** is an easy source for all forms required to transfer your personal accounts.

Our Member Service Officers will be delighted to assist you in transferring your accounts to Heartland. However, if you prefer to get started on your own, we have provided the complete package of forms for you use. Simply select and complete the forms applicable to your situation from the list below:

- Open your new account with Heartland.** *If you have not opened your new Heartland account, you can bring your completed forms to any branch at account opening and we will take it from there! Be sure to sign up for On-line Banking, Mobile Banking, Bill Pay and MobiMoney!*
- STOP using your former checking account.** Be sure to allow time for all outstanding debit card and check transactions to clear.
- Print the Switch Planner.** This outline helps identify accounts to transfer and monitor account transfers in progress while keeping personal information organized.
- Transfer or establish direct deposits and/or automatic payments:**
 - Direct Deposit Form (Non-Government)** – Authorizes the transfer of your payroll check direct deposit or other income from your current financial institution to Heartland checking or savings.
 - Direct Deposit Sign-Up Form (Government)** – Authorizes the transfer of your direct deposit of government checks (i.e. Social Security)
 - Automatic Payment Form** – Advises current payees to discontinue automatic payment deductions from your existing account and establish automatic payment from your new Heartland account.
 - Overdraft Protection Closing & Payoff** – Notifies and authorizes your current financial institution to use the enclosed funds to pay off and close your overdraft line of credit.
- Transfer existing On-Line Bill pay to your new Heartland account.**
- Close your existing account using the Account Closure Request Form.** This provides notice and authorization to your current financial institution to close your account(s) and issue a check for the remaining balance. For your security, destroy any unused checks, deposit slips and Debit/ATM card(s).

SimpleSwitchKit Switching to *Heartland Credit Union* has never been simpler!

MEMBER INFORMATION FORM		
Primary Account Holder Information		
Full Legal Name:		
Physical Address:		
City:	State:	Zip:
Mailing Address: if different from above		
City:	State:	Zip:
Home Phone:	Work Phone:	Mobile Phone:
Drivers License/ID #:	Issue Date:	Exp. Date:
Employer:	Position/Title:	
E-mail Address:		
Secondary Account Holder Information		
Full Legal Name:		
Physical Address:		
City:	State:	Zip:
Mailing Address: if different from above		
City:	State:	Zip:
Home Phone:	Work Phone:	Mobile Phone:
Drivers License/ID #:	Issue Date:	Exp. Date:
Employer:	Position/Title:	
E-mail Address:		
Accounts and Services		
Please check the Accounts and Services you are currently using and/or may wish to use.		*Pending approval
<input type="checkbox"/> Personal Checking Account	<input type="checkbox"/> Business Checking Account	<input type="checkbox"/> FREE Online Bill Pay
<input type="checkbox"/> Interest Bearing Personal Checking	<input type="checkbox"/> Business Savings Account	<input type="checkbox"/> Safe Deposit Box
<input type="checkbox"/> Personal Savings Account	<input type="checkbox"/> Business Certificate of Deposit	<input type="checkbox"/> Consumer Loan/Line*
<input type="checkbox"/> Christmas Club Account	<input type="checkbox"/> Senior Club	<input type="checkbox"/> Home Equity Loan
<input type="checkbox"/> Individual Retirement Account	<input type="checkbox"/> Debit/ATM Card	<input type="checkbox"/> Mortgage Loan*
<input type="checkbox"/> Health Savings Account	<input type="checkbox"/> Online Banking	<input type="checkbox"/> Construction Loan*
<input type="checkbox"/> Personal Certificate of Deposit	<input type="checkbox"/> Mobile Banking	<input type="checkbox"/> Other: _____

SimpleSwitchKit Switching to HEARTLAND CREDIT UNION has never been simpler!

Direct Deposit Request Instructions

Direct Deposits

Use your previous bank statements and our handy check list to identify the Direct Deposits you need to switch to your new **HCU Checking account**.

Direct Deposit Checklist

Payment	Company	Account Number	Amount	Date of Payment
Employee Payroll				
Pension/Retirement				
Social Security				
Supplement Security				
VA Compensation				
Interest Income				
Investment Income				
Dividends				
Other:				

Use the Direct Deposit Request Form to notify depositors of your new **HCU Checking account** information. **Before** you send out the form be sure to check with your employer or source of income to make sure no other forms are required.

Helpful Phone Numbers and Websites

Social Security Administration	800.772.1213	www.ssa.gov/deposit/howtosign.htm
Department of Veteran Affairs	877.838.2778 or 800.827.1000	www.va.gov

After you have sent the Direct Deposit Request Form:

- Confirm with your employer or source of income that forms were received and processed.
- Maintain your former checking account until the switch is complete.
- Monitor your new **HCU Checking account** through *HCU* Internet or Mobile Banking, or call 217-726-8877 to verify receipt of your Direct Deposit(s).

SimpleSwitchKit Switching to HEARTLAND CREDIT UNION has never been simpler!

Automatic Payment Request Instructions

Automatic Payments

Use your previous bank statements and our handy checklist to identify the Automatic Payments and Debits you need to switch to your new *HCU* Checking account.

Automatic Payment Checklist

Payment	Company	Account Number	Amount	Date of Payment
Mortgage/Rent				
Auto Loans				
Insurance				
Electric				
Telephone				
Cable/TV				
Cell Phone				
Gas/Oil				
Water				
Internet Provider				
Credit Cards				
Daycare				
Tuition/School				
Trash Removal				
Other:				

Use the [Automatic Payment Request Form](#) to notify debiting companies of your new *HCU* Checking account information. **Before** you send out the form be sure to check with these companies to make sure no other forms are required. You may be able to make changes to account information online.

After you have sent the [Automatic Payment Request Forms](#):

Confirm with companies that forms were received and processed.

Maintain your former checking account until the switch is complete.

Monitor your new *HCU* Checking account through *HCU* Internet or Mobile Banking, or call us at 217-726-8877 to verify debits have been posted.



SwitchKit

Switching to Heartland Credit Union is now easier than ever! Use this switch planner to help stay organized and to monitor and track account transfers. Please feel free to contact a Member Service Officer with any questions.

Direct Deposit Form

Financial Institution	Account Number	Date Mailed	Follow Up Date/Action	Item Completed

Automatic Payment Request

Payee	Account Number	Payment Date/Amount	Date Mailed	Follow Up Date/Action	Item Completed

Bill Pay

Payee	Account Number	Payment Date	Amount	Follow Up Date/Action	Item Completed

Debit Reoccurring

Institution	Account Number	Date of Debit	Amount	Follow Up Date/Action	Item Completed

