



Switching is as easy as 1-2-3

ARC Federal Credit Union is here to serve you. We exist to provide services to help you grow financially. We are committed to providing quality financial products and services to our members. Just follow these 3 simple steps to become a member today!

1. Open your new account

- Apply online at www.arfcu.org or visit either branch to open your new account.
- Once your account is opened, enroll in our online banking service and e-Statements.

2. Switch your Direct Deposit(s) and Automatic Withdrawal(s)

- **Direct Deposit Authorization Form:** Use this form to switch any direct deposits to your new account at ARC.
- **Automatic Withdrawal Authorization:** Use this form to switch any automatic withdrawals to your new account.

3. Close your old account

- **Account Closure Authorization Form:** Use this form to authorize the closure of your old account. Verify that all your automatic transactions have been switched to your new account and any outstanding checks and debit purchases have cleared and have the remaining balance sent to you to deposit into your new account at ARC.

Getting Started



The staff member helping you open your account will provide your new ARC account number. If you are opening your account online, your account number will be provided when signatures are recorded on account authorization forms. If you have trouble locating this number, please contact us at 814-946-0857, option 3.

1. For your reference, your new:

ARC Federal Credit Union Account Number is _____

ARC Federal Credit Union ABA Routing Number is **231379306**

ARC Federal Credit Union Address is 1919 7th Avenue, Altoona, PA 16602

2. Please use the table below to record your automatic deposits or withdrawals:

Direct Deposits

Date	Company Name

Automatic Withdrawals

Date	Company Name

*Amounts may vary

3. Your previous account number and ABA routing number are:

Former Bank Name _____

Former Account # _____

Former ABA Routing # _____

Direct Deposits are recurring payments automatically deposited into your account on a regular basis. (ex: payroll, social security, alimony, dividends, or disability payments)

Automatic Withdrawals are recurring payments automatically withdrawn from your account on a regular basis. (ex: mortgage payments, gym memberships, or insurance premiums)

In order to complete the switch to ARC FCU, you will need to **contact the companies** you have listed to the left and make them aware of your new banking relationship. They may require additional documents.

Your **ABA Routing Number** is the group of nine (9) numbers found on the bottom of your checks.

Direct Deposit Authorization

This form can be used to authorize your employer, retirement and pension funds, or any other depositing agencies to deposit directly into your ARC Federal Credit Union account. Use one form for each Direct Deposit. Make copies as needed.

Employer/Depositor _____

Address _____

City, State, Zip _____

Phone Number _____

Employee ID (if applicable) _____

Effective immediately, please deposit the net amount of my check to:
 ARC Federal Credit Union
 1919 7th Avenue
 Altoona, PA 16602

Check your desired option. Be sure to include your account number. You may also attach a voided check to this form from your new ARC Federal Credit Union account.

Net amount to ARC Federal Credit Union **CHECKING**

Account # _____ ABA/Routing # 231379306

Net amount to ARC Federal Credit Union **SAVINGS**

Account # _____ ABA/Routing # 231379306

This authorization shall remain in place until I have submitted a new authorization, or until this authorization is changed or revoked by me in writing.

Signature: _____ Date: _____

Please Print

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

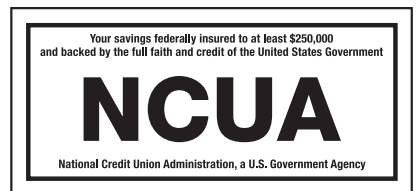
Direct Deposit is a secure, fast and convenient way to have your money automatically deposited into your account.

Things to Consider:

- Confirm your automatic deposit is being deposited into your new ARC Federal Credit Union account before closing your old.
- Automatic deposits can take up to three deposit periods before they appear in your ARC Federal Credit Union account.
- Some companies or organizations, like the Social Security Administration (1.800.772.1213) may require a special form. Please contact the company or income source to make sure that no other forms are required.

Direct Deposit Checklist:

- ____ Employee payroll
- ____ Investment Income
- ____ Pension/Retirement Income
- ____ Social Security Administration
- ____ Other



Automatic Withdrawal Authorization



This form can be used to authorize a change to any automatic withdrawals or deductions, such as your mortgage company, auto insurance, or gym membership fee. Use one form for each automatic withdrawal. Make copies as needed.

**Note: If you have used your debit/credit card for automatic withdrawals, you will need to contact these companies and provide them with your new ARC Federal Credit Union debit or credit card.*

Name of Company: _____

Account Number: _____

Payment Amount: _____

Address: _____

City, State, Zip: _____

Phone: _____

Please discontinue my automatic withdrawal from the following account:

Previous Financial Institution: _____

ABA/Routing Number: _____

Account Number: _____

Please make all future automatic withdrawals from the following account:

Financial Institution: ARC Federal Credit Union
1919 7th Ave, Altoona, PA 16602

ABA/Routing Number: 231379306

Account Number: _____

This authorization will remain in effect until I have submitted to you a new authorization, or until you have been notified by me in writing that this authorization has been changed or revoked.

Signature: _____ Date: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

As an alternative to automatic withdrawals, use our **free Online Bill Pay**. You have the control directly from a secure online banking session.

Things to Consider:

- Confirm your automatic withdrawal is being withdrawn from your new ARC Federal Credit Union account before closing your old account.
- Automatic withdrawals should take effect within two withdrawal periods.
- Some companies or organizations may require a special form. Please contact the company to make sure that no other forms are required.

Automatic Withdrawal Checklist:

- ____ Cable
- ____ Cell Phone
- ____ Credit Card
- ____ Insurance
- ____ Other (gym membership, etc.)

Account Closure Authorization



This form can be used to authorize the closure of your account at your previous financial institution. Be sure to verify that any outstanding items have cleared and your direct deposit and/or automatic withdrawals have switched to your new account.

Financial Institution: _____

Address: _____

City, State, Zip: _____

Please close my account:

Account Number: _____

Primary Owner: _____

Address: _____

City, State, Zip: _____

Please send a check for the remaining balance to address at the bottom of the page. You may contact me using the information below if you require any additional information or authorizations to close the account.

I have also made arrangements to discontinue any direct deposit and/or automatic withdrawal of funds to/from my account(s) with your financial institution.

Primary Signature: _____ Date: _____

Joint Signature: _____ Date: _____

Please Print

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Once all your items have cleared and your direct deposit or automatic withdrawals have switched, be sure to close your old account.

Things to Consider:

- Your old financial institution may require additional forms or a written request to close accounts. Contact your old financial institution to make sure no other forms are required.