



## CHECKING ACCOUNT TRANSFER FORM AND INSTRUCTIONS

- Do you want to avoid the hassle and all the time it takes to transfer your existing Checking Account?
- Would you like to earn dividends on funds deposited into your Checking account?
- Would you like to transfer your existing Checking Account to Diebold Federal Credit Union without making a trip into your current institution? - **Let us do the work for you!**

### WHY TRANSFER YOUR CHECKING ACCOUNT TO DIEBOLD FEDERAL CREDIT UNION?

- No opening or minimum balance required
- No transaction charges or monthly service charges
- No special requirements or restrictions to qualify
- No fee \$500 Overdraft Protection Line of Credit Loan – with credit approval
- 24-hr. Touchtone Access Line: 330-490-4107
- Monthly dividends
- First Check Order– FREE!
- ATM Card and/or MasterCard Debit Access Card
- Alliance One ATM Network- Surcharge Free ATM Network
- Online Monthly Statements With E-mail Notification
- Direct Deposit
- Convenient Automatic Payments
- *Plus...* FREE Internet Online Access at [www.dieboldcu.com](http://www.dieboldcu.com)
- *And....* WebPayService Online Bill Payment

### STEPS TO TRANSFER YOUR CHECKING TO THE CREDIT UNION

1. Open your new checking account at Diebold Federal Credit Union.
2. For qualified members open a \$500 Overdraft Protection Line of Credit Loan.
3. If you have your monthly utilities or other payments deducted from your present checking it would be advisable to transfer these deductions to your new Diebold Federal Checking Account **First**. The forms are available at the credit union, or make the changes online at: [www.directpaymentplan.com](http://www.directpaymentplan.com). It normally takes **6-8 weeks to complete the conversion**. You do not have to notify your billers individually. If you would like, we will complete the forms for you!
4. Next, transfer your automatic deposits, payroll deposits, etc. You will need to give your employer a voided check for routing and transit information. This transfer usually takes 1 to 2-weeks, depending on your pay cycle.
5. When your automatic deposits and deductions begin in your new Diebold Federal Credit Union Checking account and all your outstanding transactions have cleared your old account that you wish to close you may send the Close Account Form or direct us to send it for us. We will fax it to your financial institution and request any balance be forwarded to Diebold Federal Credit Union to credit your new Checking Account. **It's just that simple!**



FEDERAL CREDIT UNION

5995 Mayfair Road  
North Canton, OH 44720-8077

Phone: 330-490-4188  
330-490-4189  
Fax: 330-490-4297

### FAX NOTICE

To: \_\_\_\_\_ Date: \_\_\_\_\_

Fax: \_\_\_\_\_

From: \_\_\_\_\_

No. Of Pages: \_\_\_\_\_

### CLOSE ACCOUNT REQUEST

Bank Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

To Whom It May Concern:

I am transferring my account(s) to Diebold Federal Credit Union. Please consider this as an official notice to close my account(s) with you.

I understand that I will need to make sure all my checks and automatic debits have cleared before completely closing my account(s). I have made the necessary arrangements to transfer any automatic debits and/or deposits.

Please let me know if you need any additional information or anything else that I need to provide you in order for you to close my account(s). My account number(s) and name are listed as follows:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Accounts: \_\_\_\_\_

\_\_\_\_\_

Please mail any remaining balance(s) in my account(s) in a check made payable to me, to:

Payee: \_\_\_\_\_ Acct # \_\_\_\_\_

C/O Diebold Federal Credit Union  
5995 Mayfair Road  
North Canton, OH 44720-8077

Signature: X \_\_\_\_\_

Date: \_\_\_\_\_

Signature: X \_\_\_\_\_

Date: \_\_\_\_\_