

# Cincinnati Federal Switch Kit

## Step 1: Open your new Cincinnati Federal Account.

Explore our banking products. Once you've determined the account that is right for you, come into the branch nearest you to open your account.

## Step 2: Switch your Direct Deposit.

Print and complete the [Direct Deposit Form](#) then take it to your employer's payroll department. If you receive Social Security benefits, you'll need to call the Social Security Administration at 800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov). If you receive Direct Deposit from the military, visit [myPay](#).

## Step 3: Redirect your Automatic Payments

Print, complete and forward an [Automatic Payment Change Form](#) to each automatic payment you have set up (such as your monthly car or mortgage payment).

## Step 4: Close your Old Account(s)

Ensure that all checks and transactions have cleared before you close your account. Then print out and complete this [Closing Account Form](#) and forward it to your old financial institution.

Additionally, be sure to enroll in Internet Banking and Online Bill Pay, sign up for eStatements and utilize mobile banking via our Mobile App and through Mobile Check Deposit. Thank you for allowing us to serve you and welcome to Cincinnati Federal!

# Direct Deposit Change Form

## To Whom It May Concern:

Please have my payroll check automatically deposited into the following account as instructed below:

Effective:  Immediately  Beginning \_\_\_\_\_

### My New Bank Account Information:

Cincinnati Federal  
6581 Harrison Ave  
Cincinnati, OH 45247

Amount to be deposited:  Total Check  Specific Amount of Deposit \$ \_\_\_\_\_

Account Type:  Checking  Savings

\_\_\_\_\_  
Bank Account Number

242071017

\_\_\_\_\_  
Bank Routing Number

Amount to be deposited:  Remaining Amount of Deposit

Account Type:  Checking  Savings

\_\_\_\_\_  
Bank Account Number

242071017

\_\_\_\_\_  
Bank Routing Number

If you have questions about this request, please contact me at: \_\_\_\_\_

I authorize \_\_\_\_\_ and Cincinnati Federal to automatically deposit my payroll check into my account(s) as listed above. This includes authorization to correct any entries made in error. This authorization will remain in effect until I give written notice to change it.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



# Account Closing Form

## To Whom It May Concern:

Please close the following bank account(s):

Checking  
 Savings

\_\_\_\_\_  
Name on Account

\_\_\_\_\_  
Account Number

Checking  
 Savings

\_\_\_\_\_  
Name on Account

\_\_\_\_\_  
Account Number

All remaining balances should be sent to me at the following address:

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

If you have questions about this request, please contact me at: \_\_\_\_\_

Thank You.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name