

# Joining us is easy...

At Great Meadow Federal Credit Union, our devoted staff is eager to go above and beyond to maintain a trustworthy and straightforward relationship with our members. Now switching all of your accounts to Great Meadow Federal Credit Union has never been easier.

This switch kit includes all of the information you need to switch your accounts to GMFCU. The attached forms take just minutes to complete and include everything required to notify your employer and others that you have switched your accounts to Great Meadow Federal Credit Union.

Just complete the forms, make copies for everyone you need to notify, and then mail them out. It's that easy! If you need further help or have any questions, just give us a call or stop in to see us and we'll walk you through it.

We promise that you've never seen local banking like this before. At Great Meadow Federal Credit Union, we are dedicated to serving our community because we live and work here – just like you.

**A. Ryan Roberts**  
President & CEO

**Switch today with  
our Switch Kit!**

## GRANVILLE BRANCH

**Address**  
26 East Main Street  
Granville, NY 12832

**Office Hours**  
Monday – Friday 9:00am to 5:00pm  
Saturday 9:00am to 12:00pm

## COMSTOCK BRANCH

**Address**  
11627 State Route 22  
Comstock, NY 12821

**Office Hours**  
Monday – Friday 9:00am to 4:30pm

## QUEENSBURY BRANCH

**Address**  
357 Bay Road  
Queensbury, NY 12804

**Office Hours**  
Monday – Friday 9:00am to 5:00pm

## FORT EDWARD BRANCH

**Address**  
348 Broadway  
Fort Edward, NY 12828

**Office Hours**  
Monday – Friday 9:00am to 5:00pm  
Saturday 9:00am to 12:00pm

**P: 518-642-8100**

**F: 518-642-8104**

**GreatMeadowFCU.org**



**Great Meadow**  
FEDERAL CREDIT UNION

This credit union is federally insured by  
the National Credit Union Administration  
and is an Equal Housing Lender.



Switching checking  
accounts is easier  
than you think.

**Switch Now!**

# This kit includes everything you need to make an easy switch!

## CLOSING YOUR OLD ACCOUNT

Before you close your old account, make sure to leave enough money to cover any outstanding checks and automatic withdrawals.

Once all of these outstanding charges have been paid, ask your previous bank or credit union to send your remaining balance(s) to you or directly to your new account with us. Then, destroy all of your old checks, ATM cards, debit cards and deposit slips.

To make switching even easier for you, here's your new Great Meadow Federal Credit Union **Account Number** and **Routing Number**:

Great Meadow FCU Account #: \_\_\_\_\_ Great Meadow FCU Routing #: 221375116

You can find your previous account number at the bottom of one of your old checks. Bank routing numbers are the first nine digits of the series, followed by the account number and individual check number.

### STEP 1: Authorization to Change Direct Deposit

Send this form to your employer.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Attention Direct Deposit Department:

Please direct all future payroll direct deposits to the following accounts:

#### Great Meadow Federal Credit Union:

Routing #: 221375116

Net paycheck to (choose one):

Checking Account # \_\_\_\_\_

Savings Account # \_\_\_\_\_

Start Date (month/day/year): \_\_\_\_\_

#### If you have any additional questions, please contact me:

Name \_\_\_\_\_

Social Security or Employee ID: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

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

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

### Step 2: Notice of Automatic Withdrawal Change

Send this form to all companies with whom you have automatic withdrawals. Make copies as needed.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### To Whom It May Concern:

I have recently changed my primary financial institution to **Great Meadow Federal Credit Union**

You are currently withdrawing \$ \_\_\_\_\_

from my  checking/  savings (check one) account # (fill in next line) \_\_\_\_\_ from my current financial institution (name) \_\_\_\_\_

with routing # \_\_\_\_\_. The payment is for billing account # (fill in next line) \_\_\_\_\_ and is withdrawn on (date) \_\_\_\_\_.

#### Please begin withdrawing this payment from my account with Great Meadow Federal Credit Union

Routing Number 221375116. New  checking/  savings (check one) account # \_\_\_\_\_

**This change is effective immediately.**

#### If you have any additional questions, please contact me:

Name \_\_\_\_\_

Social Security or Employee ID: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

### Step 3: Authorization to Close Account

Send this to the financial institution where you will be closing your account.

#### To Whom It May Concern:

Financial Institution Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Effective (month/day/year): \_\_\_\_\_

#### Please close my account:

Account #: \_\_\_\_\_

Primary Owner: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

#### Please send the remaining balance to (check one):

**Great Meadow Federal Credit Union**

Routing #: 221375116

Account #: \_\_\_\_\_

**My Address Listed Above**

Signature (Primary Owner): \_\_\_\_\_

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

Signature (Joint Owner): \_\_\_\_\_

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