

## STEP 2: Account Switch Form

You will need to send a form to each of your current billers and send forms to switch any payroll deposits you may have.

To whom it may concern,

Please note the following change to my account information.

Depositor or Biller:

Personal Information:

.....  
Name

.....  
Name

.....  
Address

.....  
Address

.....  
City, Province, Postal Code

.....  
City, Province, Postal Code

.....  
Account Number of Bill or Direct Deposit  
(if applicable)

Please Redirect My:

My Account Information:

- Regular Deposits
- Automatic Payments

.....  
My New Credit Union Account Number

Effective:

.....  
Signature

.....  
Date

- As soon as possible
- Beginning \_\_\_\_ / \_\_\_\_ / \_\_\_\_

.....  
Phone Number

- This form may not be appropriate for all billers, please confirm the details required by each individual biller.

Please attach a Pre-Authorized form from your new Credit Union Account.