

SWITCH KIT

Northridge Credit Union makes switching your chequing account quick, simple and convenient. Simply follow the steps below to transfer your existing deposits and pre-authorized payments. It's that easy to switch.

Northridge's Switch account transferring kit provides you with one easy to fill out form for each of your current billers and employers as well as a checklist to make sure you haven't left anything out.



Here's the Process

Assemble the following personal information:

- ▶▶ Northridge Chequing Account Number
- ▶▶ Previous Financial Institution chequing account number
- ▶▶ Bill stubs for all your current pre-authorized payment

▶▶ Step 1: Fill in the Checklist

This will give you a good overview of what transactions need to be switched. Remember that your previous account should have sufficient funds to cover any remaining payments you may have.

▶▶ Step 2: Complete and Send Switch forms

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

▶▶ Step 3: You're Done!

If you require any assistance along the way, Northridge staff will be happy to help. Simply contact your branch for assistance.

Visit www.northridgesavings.com for branch locations

STEP 1: Switch Checklist

This will give you a good overview of what transactions need to be switched. Remember that your previous account should have sufficient funds to cover any remaining payments you may have.

Pre-Authorized Payment	Account Number	Payment Amount	Contact Number	Date Called	Completed
Mortgage					<input type="checkbox"/>
Car Loan					<input type="checkbox"/>
Other Loan					<input type="checkbox"/>
RRSP Contributions					<input type="checkbox"/>
RESP Contributions					<input type="checkbox"/>
Insurance: Home					<input type="checkbox"/>
: Car					<input type="checkbox"/>
: Other					<input type="checkbox"/>
Home Phone					<input type="checkbox"/>
Mobile Phone					<input type="checkbox"/>
Internet					<input type="checkbox"/>
Natural Gas					<input type="checkbox"/>
Heating Oil					<input type="checkbox"/>
Electricity					<input type="checkbox"/>
Charitable Contributions					<input type="checkbox"/>
Other Investments					<input type="checkbox"/>
Other:					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

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:

.....
Name

.....
Address

.....
City, Province, Postal Code

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

Please Redirect My:

- Regular Deposits
- Automatic Payments

Effective:

- As soon as possible
- Beginning ____ / ____ / ____
- This form may not be appropriate for all billers, please confirm the details required by each individual biller.

Personal Information:

.....
Name

.....
Address

.....
City, Province, Postal Code

My Account Information:

.....
My New Credit Union Account Number

.....
Signature

.....
Date

.....
Phone Number

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