



## SWITCH KIT: CHECKLIST

Please use this checklist to assist your switch to San Francisco Federal Credit Union

- Checking Application** - Visit [www.SanFranciscoFCU.com](http://www.SanFranciscoFCU.com) for our online checking application.
- Direct Deposit** - San Francisco FCU's Routing & Transit/ABA Number is 321076441. Please find our available Direct Deposit forms online at: [www.SanFranciscoFCU.com/checkingsavings/directdeposit.htm](http://www.SanFranciscoFCU.com/checkingsavings/directdeposit.htm)

### PAYROLL DIRECT DEPOSIT

- For selected City & County of San Francisco employees\* such as Bay Area Quality Management; Conard House, Facility Management, Inc., Facility Management, Food & Beverages, Haight Ashbury Free Clinic, Private Industry Council of SF, SF Ballet, SF Housing Authority, SF Medical Center Outpatients, SF Opera Association, SF Redevelopment Agency, SF Symphony, please use the Direct Deposit Form (#1) through the following URL: [www.SanFranciscoFCU.com/pdf\\_forms/DirectDeposit.pdf](http://www.SanFranciscoFCU.com/pdf_forms/DirectDeposit.pdf)
- For City & County of San Francisco employees\* except for Departments mentioned above, please use the following Direct Deposit Form (#2) located here: [www.SanFranciscoFCU.com/pdf\\_forms/DirectDepositSF.pdf](http://www.SanFranciscoFCU.com/pdf_forms/DirectDepositSF.pdf)
- For all other employers, contact your Payroll or Human Resources Department to initiate/change your direct deposit to your new account at San Francisco FCU. Your company may be able to accept this form located here: [www.SanFranciscoFCU.com/pdf\\_forms/DirectDeposit.pdf](http://www.SanFranciscoFCU.com/pdf_forms/DirectDeposit.pdf)

*\*San Francisco Unified School District employees must complete the direct deposit form available only at the School District Office. Please do not complete the Credit Union's direct deposit form.*

### RETIREMENT DIRECT DEPOSIT

You can also setup your retirement and Social Security check to be directly deposited into your Credit Union account.

- For San Francisco City and County Retirees, please call (415) 554-1550 for additional information.
- For Social Security Checks, please call (800) 772-1213 or visit [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm) for additional information.

- Automatic Money Transfer (ACH) Form** - Setup funds to be debited to your new account from a different account at San Francisco FCU or at another financial institution with ACH form here: [www.SanFranciscoFCU.com/pdf\\_forms/ach.pdf](http://www.SanFranciscoFCU.com/pdf_forms/ach.pdf)
- Ensure all checks, card transactions or scheduled bill payments have cleared** your old checking account or leave enough funds in your old checking account to cover any outstanding debits.
- Double-check maturity dates** if transferring a Share Certificate/CD in order to avoid possible penalties.
- Verify that all direct deposits & automatic payments have begun posting** to your new checking account at San Francisco Federal Credit Union.
- Send written notice to the financial institution that you are closing the account.** Print and complete the written notice after your direct deposit and automatic payments are switched over to your new account at San Francisco Federal Credit Union.
- Wait for confirmation that your accounts have been closed** at previous financial institution. Then, destroy old debit/check cards and old unused checks.

*If you have any questions, please contact us at (415) 775-5377, option 4 or [contacts@SanFranciscoFCU.com](mailto:contacts@SanFranciscoFCU.com).*