

Switch Kit - Instructions

Switch Kit

Switching to Mayo Employees Credit Union (MECU) is a smart and easy move because we assist you in Making the Switch. Just follow the four easy steps below to switch to MECU!

1. Open your accounts (checking and savings) at MECU by stopping into any branch or calling our phone center at 800-535-2129.

2. Look over the checklist to ensure you remember to switch all direct deposits (paychecks and other deposits) and automatic payments (bills deducted from your checking account). Fill out a direct deposit or automatic payment form for each applicable deposit or payment you wish to switch.

3. Complete the transfer request to close your account and transfer your funds from your previous financial institution to MECU. **Remember to verify that all checks and automatic withdrawals have cleared from your previous account.**

4. Send out all your information for processing. As always our staff will be happy to assist you. Simply bring in or fax your completed forms to one of our friendly member services staff. We will review the forms to ensure all are completed accurately and appropriately. **Please note that other financial institutions and companies may request completion of additional forms.**

**Congratulations,
you made the Switch!**



Why make the switch to Mayo Employees Credit Union (MECU)? In today's complex world of financial services, MECU makes it simple. We offer a variety of products and services designed to fit **your** financial needs. Combine that with our outstanding member service and MECU truly is *different by design*.

- Online Bill Pay
- Free Home Banking (\$LINK) available 24/7
- Free Telephone Banking (MARS) available 24/7
- Full Service Call Center
- Consumer & Mortgage Lending
- Brokerage and Financial Planning Services
- Visa Credit Cards
- 24/7 Online Loan Application
- Surcharge Free ATMs
- Safe Deposit Boxes
- Free Coin Counting
- Free Credit Counseling
- Notary and Signature Guarantee Services
- Free American Express Travelers Cheques
- Money Orders
- Wire Transfers
- Night Depositories
- Visa Online Account Services

Benefits



Switch Kit - Checklist

As you make the Switch to Mayo Employees Credit Union (MECU) we want to ensure that you have not omitted any deposits or payments. Review the list below to make sure you remember to switch all of your direct deposits and automatic payments.

We also suggest you review your last two months of financial statements (i.e. checking, savings, etc.)

Direct Deposit

- Payroll
- Social Security
- Government
- Retirement
- Investments

Automatic Payments

- Mortgage
- Auto Loan
- Health Insurance
- Life Insurance
- Car Insurance
- Credit Card(s)
- Utilities
- Cable TV
- Telephone
- Cellular Phone
- Internet Services
- Health/Athletic Club
- Investments/Annuities
- Charitable Contributions

Checklist



Switch Kit - Account Transfer Request

Complete this form and provide it to your current financial institution.

Date _____

Your Information:

(Name)

(Social Security No.)

(Co-Owner/Applicant)

(Co-Owner/Applicant Social Security No.)

(Street Address)

(City, State and Zip)

(Daytime Phone)

Transfer My Account FROM:

(Name of Financial Institution)

(Street Address)

(City, State and Zip)

(Existing Account Number)

Please close my account and send the entire account balance to me at the address noted above.

Please close my account and send the entire account balance to:

Mayo Employees Credit Union
130 23rd Avenue SW
Rochester, MN 55902
Please reference **Account No.** _____

I hereby direct you to complete the requested transfer from my existing account.

(Authorized Signature) _____
(Date)

(Co-Owner's Signature) _____
(Date)

(Notary) _____
(Date)

Please maintain a balance in your account(s) to cover any outstanding debits and credits. Mayo Employees Credit Union is not responsible for overdraft charges incurred for insufficient funds.



Transfer

Switch Kit - Direct Deposits

Provide this form to each company that initiates deposits directly into your account(s).

Employer and/or Company Information:

(Name)

(Address)

Your Information:

(Name)

(Social Security No. and/or Employee Number)

(Street Address)

(City, State and Zip)

(Daytime Phone)

New Direct Deposit Information:

Mayo Employees Credit Union

(Name of Financial Institution)

130 23rd Avenue SW, Rochester, MN 55902

(Address)

291975478

(Mayo Employees Credit Union Routing Number)

Please deposit my payroll according to the following:

Savings Account No. _____

Net Pay \$ _____ per pay period

Checking Account No. _____

Net Pay \$ _____ per pay period

I hereby authorize the above named to deposit my net paycheck or other distribution as indicated above. This request is to remain in effect until changed by me in writing. I agree that any funds erroneously deposited into my account in excess of my authorized amount or then current salary may then be withdrawn without liability or prior notice. If this form is not sufficient for automatic payments, please forward your authorized company form for my signature.

(Authorized Signature) _____
(Date)

Please maintain a balance in your account(s) to cover any outstanding debits and credits. Mayo Employees Credit Union is not responsible for overdraft charges incurred for insufficient funds.



Deposits

Switch Kit - Automatic Payments

Complete this form and provide it to each company that automatically deducts payments from your account(s).

Company Information:

(Name)

(Address)

Your Information:

(Name)

(Street Address)

(City, State and Zip)

(Account Number) _____
(Daytime Phone)

I have recently changed financial institutions and would like to have my automatic payment(s) with your company changed to my new account. Please discontinue debiting my previous account and begin making automatic withdrawals from my Mayo Employees Credit Union Account according to the following information:

Mayo Employees Credit Union

(Name of Financial Institution)

130 23rd Avenue SW, Rochester, MN 55902

(Address)

291975478

(Mayo Employees Credit Union Routing Number)

Savings Account No. _____

Checking Account No. _____

Date(s) or Frequency of Payment _____

Amount Due Specific Amount
\$ _____

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed above. If this form is not sufficient for automatic payments, please forward your authorized company form for my signature.

(Authorized Signature) _____
(Date)

Please maintain a balance in your account(s) to cover any outstanding debits and credits. Mayo Employees Credit Union is not responsible for overdraft charges incurred for insufficient funds.



Payments

**Switch Kit - Social Security/SSI
Direct Deposits**

Please complete and provide to your local
Social Security office.

Your Information:

(Name)

(Social Security Number or Claim Number-Include suffix)

(Street Address)

(City, State and Zip)

(Daytime Phone)

New Direct Deposit Information:

Mayo Employees Credit Union

(Name of Financial Institution)

130 23rd Avenue SW, Rochester, MN 55902

(Address)

291975478

(Mayo Employees Credit Union Routing Number)

Savings Account No. _____

Checking Account No. _____

Benefit Type: Social Security SSI

I certify that I am entitled to the payment
identified above. I authorize my payment to be
sent to the financial institution above and be
deposited to the designated account.

(Authorized Signature) _____
(Date)

Please maintain a balance in your account(s) to cover any
outstanding debits and credits. Mayo Employees Credit
Union is not responsible for overdraft charges incurred for
insufficient funds.



Social Security/SSI

Switch Kit - Check Order

Please complete and provide to a Mayo
Employees Credit Union Representative.

***Provide only the information you want
to appear on your checks.**

Your Information:

(Account Owner Name)

(Joint Owner Name)

(Street Address)*

(City, State and Zip)*

(Phone)*

(Drivers License # - Acct Owner)*

(Drivers License # - Joint Owner)*

MECU Checking Account No.

(Number of Boxes)

(Starting Check Number)

I authorize Mayo Employees Credit Union to
process this check order as indicated above. I
understand, unless otherwise indicated, I will
receive the MECU Corporate Style check. I
also understand my account will be debited for
the amount of the check order and that the
appropriate funds will be available.

(Authorized Signature) _____
(Date)

Please allow two weeks in order to process, print and mail
checks. If you would like overnight or expedited delivery
(at an extra charge) please indicate below.

Overnight Delivery 2 business day delivery

Please provide me with information on other check styles



Check Order

**Mayo Employees Credit Union
Wants to Thank You for
Making the
Switch!**

