



Switch Kit Checklist

Welcome to Midcoast Federal Credit Union! Please take advantage of this Switch Kit to aid you in moving your accounts to the Credit Union. The Switch Kit will help you organize the information that you will need and provide step by step instructions for a successful move. If you need assistance along the way, we are here to help, so please contact us!

- Open your accounts with Midcoast Federal Credit Union.
- Stop using your old account for checks and debit card transactions.
- Change your direct deposits to your new Midcoast account. Tool: Use Direct Deposit Form
- Change any automatic transfers over to your new Midcoast account. Tool: Use Automatic Transfer Form
- Change any automatic payments over to your new Midcoast account. Tool: Use Automatic Payment Form
- Enroll in Midcoast Connection Visit midcoastfcu.me
- Enroll and set-up your Bill Payments. Tool: Use Bill Payment Worksheet
- Verify all transactions have cleared through your new account.
- Close your checking accounts at your former Financial Institution. Tool: Use Authorization to Close Account
- Shred all checks, deposit slips and debit cards for your old account.

Empowering Member and community success through financial education, technology and service excellence.

186 Lower Main St.
Freeport, ME 04032

6 Station Ave.
Brunswick, ME 04011

831 Middle St.
Bath, ME 04530

41 Route 1
Edgecomb, ME. 04556

209 New County Rd
Thomaston, ME. 04861

midcoastfcu.me

877.964.3262



Direct Deposit Form

Let's fund your account! Print and complete a copy of this form for each depositor to notify them that you are authorizing your direct deposit be made to your new Midcoast Federal Credit Union account.

ATTACH A VOIDED CHECK

My account at the following financial institution has been closed:

Name of Former Financial Institution: _____

Former Routing Number: _____

Former Account Number: _____

Name(s) on Account: _____

SSN/TIN: _____

Please establish direct deposit into my Midcoast Federal Credit Union Account:

Routing Number: _____ 211287476

✓ Option 1: Checking MICR Number: _____

✓ Option 2: Savings Account Number: _____

I authorize _____ to automatically deposit my payroll check in the account listed above. This includes authorization to correct any entries made in error. This authorization will remain in effect until I give written notice to cancel it.

Signature: _____ Date: _____

Direct Deposit Acknowledgement (if required)

This letter is to acknowledge the above individual has an account with Midcoast Federal Credit Union. This member is authorized to receive automatic debits or credits from your company and may start immediately. If you have any questions regarding this letter, please contact the Credit Union directly.

Signature: _____ Date: _____

Authorized representative of Midcoast Federal Credit Union.

Empowering Member and community success through financial education, technology and service excellence.

186 Lower Main St.
Freeport, ME 04032

6 Station Ave.
Brunswick, ME 04011

831 Middle St.
Bath, ME 04530

41 Route 1
Edgecomb, ME. 04556

209 New County Rd
Thomaston, ME. 04861

midcoastfcu.me

877.964.3262



Automatic Transfer Form

Do you have funds coming in or out of your former account? Print and complete a copy of this form to notify banks or companies that you are authorizing your automatic transfer (loan payment, insurance payment, transfers to brokerage accounts, transfers to savings account, etc.) to your new Midcoast account.

From

Name of Former Financial Institution: _____

Account Number: _____

To

Financial Institution: _____

Account Number: _____

Please use this letter as my authorization to switch the transfer to the below listed account at Midcoast Federal Credit Union. All aspects of the transfer should remain the same.

Midcoast Federal Credit Union Routing Number: 211287476

Option 1: Checking MICR Number: _____

Option 2: Savings Account Number: _____

Effective Date: _____

Signature: _____ Date: _____

Empowering Member and community success through financial education, technology and service excellence.

186 Lower Main St.
Freeport, ME 04032

6 Station Ave.
Brunswick, ME 04011

831 Middle St.
Bath, ME 04530

41 Route 1
Edgecomb, ME. 04556

209 New County Rd
Thomaston, ME. 04861

midcoastfcu.me

877.964.3262



Automatic Payment Form

Are any of your bills being deducted from your former account? Print and complete a copy of this form to change each automatic payment that you were making from your former account (utilities, mobile phone bill, etc.) to your new Midcoast account.

I hereby authorize automatic payment/draft from my new Midcoast Federal Credit Union account:

Company to receive this form: _____

Account Number at the above company: _____

Midcoast Federal Credit Union Routing Number: 211287476 _____

✓ Option 1: Checking MICR Number: _____

✓ Option 2: Savings Account Number: _____

Effective Date: _____

Signature: _____ Date: _____

Empowering Member and community success through financial education, technology and service excellence.

186 Lower Main St.
Freeport, ME 04032

6 Station Ave.
Brunswick, ME 04011

831 Middle St.
Bath, ME 04530

41 Route 1
Edgecomb, ME. 04556

209 New County Rd
Thomaston, ME. 04861

midcoastfcu.me

877.964.3262



Authorization to Close Account

Verify all transactions have cleared through your former account, including direct deposits, automatic transfer, automatic payments, checks and any pending bill payments. Print and complete a copy of this form to notify them that you would like to close your account and would like to receive a check for the remaining balance.

Please close my account:

Name of Former Financial Institution: _____
Former Routing Number: _____
Former Account Number: _____
Name(s) on Account: _____

SSN/TIN: _____

Option 1: Please send check payable for the remaining balance in the above account to:

Name: _____
Address: _____

Option 2: Please send check payable for the remaining balance in the above account to:

Financial Institution: Midcoast Federal Credit Union
Routing Number: 211287476
A) Checking MICR Number or _____
B) Savings Account Number: _____

Signature: _____ Date: _____

Empowering Member and community success through financial education, technology and service excellence.

186 Lower Main St.
Freeport, ME 04032

6 Station Ave.
Brunswick, ME 04011

831 Middle St.
Bath, ME 04530

41 Route 1
Edgecomb, ME. 04556

209 New County Rd
Thomaston, ME. 04861

midcoastfcu.me

877.964.3262