



SWITCH TO TTCU



Switching financial institutions doesn't have to be a hassle — we're here to help!

ARE YOU READY TO MAKE THE MOVE TO TTCU FEDERAL CREDIT UNION?

It only takes four easy steps to switch your finances to TTCU! Once you've switched, you'll have access to all the benefits that TTCU has to offer, including LevelUp, Member Rewards, digital banking and so much more!

1 Open your new TTCU account*

▶ In Person

If you would like to work ahead, fill out the attached new account form (Form A) at home and bring it with you to your local TTCU branch.

▶ Online

If you prefer to apply online, visit our *How to Join* page. Read our eligibility conditions and click Open an Account. Once your new account is approved, you'll want to sign up for online and mobile banking.

2 Transfer your Direct Deposit

Fill out the attached direct deposit form (Form B) and give it to your employer, the Social Security Administration or your retirement plan/annuity administrator.

▶ For Direct Deposit to Savings

In the field for account number, list the member number you were provided during the account opening process.

▶ For Direct Deposit to Checking

In the field for account number, list the checking account number found on the bottom of your checks or in the checking details section of online banking.

3 Transfer your bill payments and automatic transfers

Your next step is to transfer your online bill payments and automatic transfers to TTCU. A unique form or action may be required for each one, so keep track of the items you've transferred over.

▶ Don't Forget

Automatic transfers and online Bill Pay can be used for a variety of payments.**

- Do you have a loan payment set up as an automatic transfer?
- Is your Netflix account charged to your old debit card?
- Is your utility or internet bill paid using online Bill Pay?

These are all examples of transfers you may need to make. Don't forget to review your finances and make a complete list.

Use Forms C & D for transfers to and from your new TTCU accounts.

▶ Online Bill Payments

- Bill Pay is available free of charge to all TTCU online banking users.**
- Securely pay your bills from your desktop computer or our mobile app.
- Grab a copy of your billing information for a smooth transition.
- Make a list of all online bill payment accounts, so you won't miss any when it's time to make the transfer.

4 Close your other accounts

Once you've verified that your checks and any other outstanding transactions have cleared, and your direct deposits and automatic payments have moved to TTCU, you're ready to close your old account completely.



As with any new account, there are always numbers flying around that can be confusing. Here's a quick guide so you can keep everything straight.

CHECKING ACCOUNT NUMBER

This number is specific to your new checking account, and it differs from your member number. It can be found at the bottom of your new checks (see the graphic below) or in online banking, just click on your checking account and then the details tab.

MEMBER NUMBER

Your new member number is yours to keep forever. It identifies you as a member of TTCU. If you forget it, you can find it in the top, right corner of your TTCU statement.

YOUR NAME
123 Your Street
Anywhere, USA 12345

123

Date

Pay to the Order of \$

Dollars

For MP

303986313 00123456789 123

ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER

ABA OR ROUTING NUMBER

Financial institutions use routing numbers to process electronic payments. TTCU's nine-digit routing number is **303986313**. It's always available on our website or in the lower left-hand corner of your new checks.

Need help with this transition? We have certified financial counselors available to assist you.

Helpful Tips

- **Stop & Cover:** Now that you've started your move to TTCU, you can stop using your old account — no more making payments, writing checks or using your debit card. This will allow all your transactions to clear, but be sure to leave sufficient funds in your old account to cover any outstanding items. We'd hate for you to overdraw your old account!
- If you're not sure where your automatic payments are going, check your current statement or in online banking to help you remember.
- The attached transfer forms (C & D) are generic and must be completed with your specific information. Your employer or a merchant may require you to use their specific form to complete the transfer process.

Congratulations!
You've successfully switched to TTCU.

If you have any questions, please visit a TTCU branch location or contact Member Relations for assistance. We're glad you've made the switch, and welcome to TTCU!

*Message and data fees may apply from your wireless carrier. * With approved credit. Some restrictions apply. ** Some restrictions apply.*

LevelUp: Transaction limitations apply. No deposits are permitted to LevelUp accounts other than the daily round-up transfers, Member Rewards and dividends, if applicable. Rate is variable and subject to change after the account is opened. Rates are effective as of (current date). Fees could reduce earnings. Requires savings account and checking account. \$5 minimum share deposit for new account holders. \$0.01 minimum daily balance to earn dividends. APY = Annual Percentage Yield.

Member Rewards: See Rewards Dividend requirements at www.ttcu.com.

Federally insured by NCUA



9815 E. 81st St.
Tulsa, OK 74133
P.O. Box 477550
Tulsa, OK 74147

FORM B
DIRECT DEPOSIT FORM

Depositor Name and Address:	Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
	Account Number:	
	Routing Number: 303986313	
Representative Name:	Date:	Telephone Number: 918-749-8828

Signature

Date



9815 E. 81st St.
 Tulsa, OK 74133
 P.O. Box 477550
 Tulsa, OK 74147

FORM C

**AGREEMENT FOR AUTOMATIC TRANSFER
 To Another Financial Institution**

MEMBER INFORMATION

Member Name:	Member Number:	Share Type:
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TRANSFER INFORMATION

Amount:	Select Payment Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi-Monthly
Start Date:	

(list 2 days of the month)	

FINANCIAL INSTITUTION INFORMATION

Name of Financial Institution:	Name(s) on Account:
9-digit Routing/ABA Number:	Type of Account:
Account Number:	<input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> Loan <input type="checkbox"/> Other

I HEREBY AUTHORIZE TTCU TO DISTRIBUTE MY FUNDS AS DIRECTED. This authority is to remain in full force and effect until TTCU Federal Credit Union ("TTCU") has received written notification from me of its termination in such time and manner as to afford TTCU a reasonable opportunity to act on it.

I agree to be bound by the rules governing Automated Clearing House ("ACH") transfers and acknowledge that entries may not be initiated that violate the laws of the United States. I understand that I may not originate an international ACH transaction. I also authorize TTCU to make any debit or credit entries and adjustments necessary to correct entries made in error to my account and authorize the named institution to honor the same. I understand and agree that in order for TTCU to make any such debit entries requested in this authorization, I must have the payment amount available in my account. I may incur a returned item fee if the ACH item is returned. If an item is returned three times in a row, TTCU has the right to cancel this authorization.

ATTACH ACCOUNT VERIFICATION HERE:

- Attach a VOIDED check from the other financial institution account. No temporary checks.
- For Business Accounts if the name is not listed on the check then please provide proof showing that you are a signer on the account.
- For savings accounts please provide proof showing that you are a signer on the account.

Send completed information to:

Mail:
 TTCU Federal Credit Union
 Attn: Payment Solutions Department
 P.O. Box 477550
 Tulsa, OK 74147
 Fax: 918-747-2976
 Email: paymentsolutionsdept@ttcu.com

Signature

Date



9815 E. 81st ST.
 Tulsa, OK 74133
 P.O. Box 477550
 Tulsa, OK 74147

FORM D
AGREEMENT FOR AUTOMATIC TRANSFER
From Another Financial Institution

MEMBER INFORMATION

Member Name:	Member Number:	Share/Loan Type:
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TRANSFER INFORMATION

Amount:	Select Payment Frequency: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Semi-Monthly
Start Date:	_____ (list 2 days of the month)

FINANCIAL INSTITUTION INFORMATION

Name of Financial Institution:	Name(s) on Account:	
9-digit Routing/ABA Number:	Account Number:	Type of Account: <input type="checkbox"/> Savings <input type="checkbox"/> Checking

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- For Business Accounts if the name is not listed on the check then please provide proof showing that you are a signer on the account.
- For savings accounts please provide proof showing that you are a signer on the account.

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 Fax: 918-747-2976
 Email: paymentsolutionsdept@ttcu.com

Signature _____

Date _____