

Account Switching Checklist

Upon opening your new O.P.P.A. Credit Union account it is important to ensure that you have notified all companies that debit/credit your account electronically, of the change in your banking information.

Be sure to leave enough money in your existing account to cover your payments and using the checklist below to help you keep track begin re-directing your payments to your new O.P.P.A. Credit Union Account.

Print and complete a **Notification of Change in Account Information** form for each payment and fax or mail it to the appropriate company.

Pre-authorized Payment for	Account Number	Contact Number	Date & Method of Notification	Completed
Hydro			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>
Home Phone			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>
Cell Phone			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>
Internet			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>
Insurance <i>Home</i>			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>
<i>Car</i>			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>
<i>Other</i>			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>
Mortgage			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>
Gas			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>
Heating Oil			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>
Investments <i>RRSP</i>			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>
<i>Other</i>			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>
Car Loan			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>
Personal Loan			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>
Line of Credit			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>
Donations			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>
Other _____			Date: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mail	<input type="checkbox"/>

Notification of Change in Account Information

Complete this form for **each** of your automatic payments and regular deposits (as listed on your **Account Switching Checklist**). Mail or fax your form (as directed by the billing company) to the appropriate biller.

To Whom It May Concern,

RE: Pre-Authorized debit for Account _____.

Account No. of Bill or Direct Deposit

Please note the following change to my Financial Institution and Account information and redirect my:

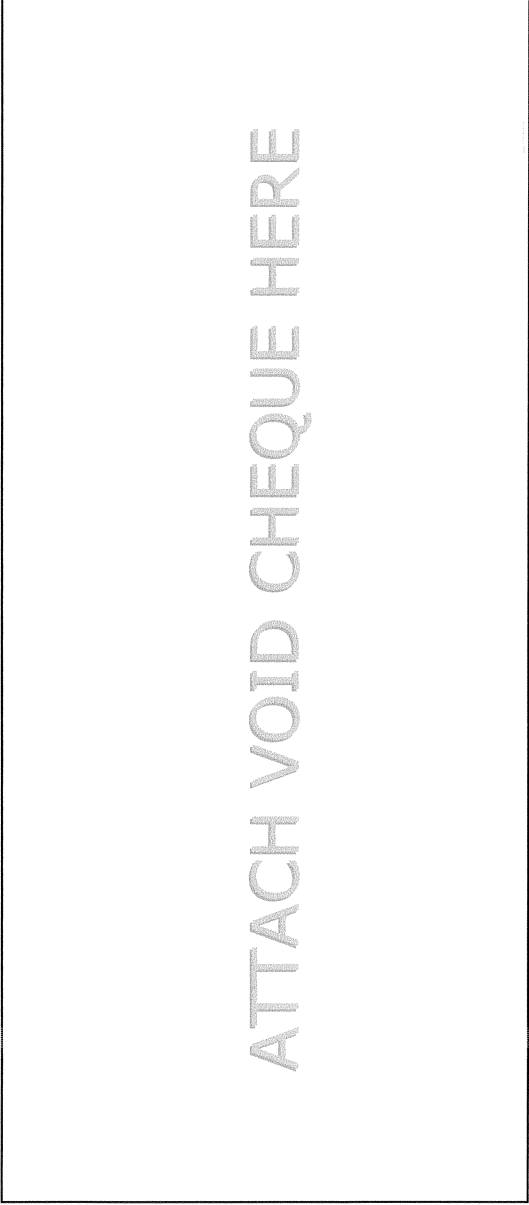
Regular Deposits Automatic Payments

Effective:

Immediately Effective ____ / ____ / ____
dd mmm yyyy

New Account Information:

O.P.P.A. Credit Union Account Number: _____



Signature _____ Phone Number _____

Address _____