

Switch Account Information

Take the hassle out of switching your accounts at other financial institutions. In just three quick and easy steps, you can move your accounts to KEMBA and fully enjoy the benefits of your credit union membership.

Step 1: Complete the ***Direct Deposit Authorization*** form and submit it to your employer (or other source). This authorizes your employer to deposit the amount(s) you indicate into your KEMBA account(s).

Step 2: Complete the ***Electronic Payment Change Request*** form and submit to all companies that receive automatic payments from your account. Some examples may include: Mortgage Payments, Cell Phone Bills, Utility Bills, Gym Memberships, Loan Payments, Insurance Payments and Internet.

Step 3: Once all of the changes have been completed, fill out the ***Authorization to Transfer Funds*** or the ***Account Closure Notification*** form and send to your previous financial institution. **Please make sure that all checks and automatic payments have cleared before closing your account.**

Please print the following forms needed. Should you have any questions or need help in completing your form, give us a call.

Direct Deposit Authorization

Employer/Depositor's Name

Address

City, State, Zip Code

To Whom It May Concern:

Please send my direct deposit to:

KEMBA Peoria Credit Union
2318 W Willow Knolls Rd
Peoria IL 61614
(309)693-6000

Routing Number: 271183727

Account Number: _____

Check One: Savings _____

Checking _____

Sincerely,

Signature

Date

Name

Address

City, State, Zip Code

Electronic Payment Change Request

Name of Company or Merchant

Address

City, State, Zip Code

Account Number

Amount of Payment

I hereby authorize that my electronic payment from:

Previous Financial Institution

Account Number

Be Changed to:

KEMBA Peoria Credit Union
2318 W Willow Knolls Dr
Peoria IL 61614

Routing Number: 271183727

Share Draft Account Number (checking): _____

Signature

Date

Account Closure Notification

Financial Institution

Address

City, State, Zip Code

Please accept this letter as my authorization to close my account at your financial institution. All of my checks have cleared and all direct deposits and automatic payments have been stopped.

Account Number: _____

Account Holder Name: _____

Please mail my remaining balance in a cashier's check with reference to my name to:

KEMBA Peoria Credit Union
2318 W Willow Knolls Dr
Peoria IL 61614
(309)693-6000

Please contact me if you have any questions regarding this request.

Signature

Date

Phone Number

Authorization to Transfer Funds

KEMBA Peoria Credit Union Information

Owner Name _____

Joint Owner _____

Account Number _____

Transfer Account Funds From

Financial Institution Name _____

Account Number _____

Address _____

City, State, Zip _____

Phone _____

Instructions to Transferring Institution (check all that apply)

- Transfer all funds and close my account
- Transfer exactly \$ _____
- Transfer the funds immediately
- Transfer funds on the following date: _____
- Other: _____

Please accept this letter as my authorization to transfer funds from the above named account to:

KEMBA Peoria Credit Union
2318 W Willow Knolls Dr
Peoria IL 61614

KEMBA Peoria Credit Union Routing Number: **271183727**

Please make the check payable to KEMBA Peoria Credit Union and note on the check that it is for deposit to my KEMBA Account # _____.

Owner Signature _____

Date _____

Joint Owner Signature _____

Date _____