

SWITCH

to SC Telco Federal Credit Union



Inside you will find everything you need to help you make a smooth transition.



SC·TELCO
FEDERAL CREDIT UNION

Make the Switch

Follow these Simple Steps!

Step 1 | OPEN

your account with SC Telco Federal Credit Union. All it takes is \$10 to start. Once you have your SC Telco account number:

Step 2 | SWITCH

direct deposits and automatic deposits using the Authorization to Change Direct Deposit Form.

Step 3 | CHANGE

automatic payments and withdrawals using the Authorization to Change Automatic Withdrawal Form.

Step 4 | CLOSE

all other savings, checking and bill payment accounts using the Authorization to Close Account Form.

Step 5 | TRANSFER

your credit card balances to your SC Telco Federal Credit Union Visa® credit card using the Balance Transfer Authorization Form.

Need extra help? Use our “TO DO” list to help you make the switch.
Member Services can be reached by calling (800) 922-0446.



www.sctelco.com | (800) 922-0446

This credit union is federally insured by the National Credit Union Administration.

Switch Kit “To Do” List

We will make it quick - and easy - to switch your accounts to SC Telco Federal Credit Union. Simply use this “to do” checklist to help you make the switch!

1. Have your new SC Telco Federal Credit Union account number(s) ready when completing the authorization forms in the switch kit:

Account Number(s) _____

2. Switch direct deposits/automatic deposits using the Authorization to Change Direct Deposit Form

- | | |
|---|--|
| <input type="checkbox"/> Employer deposit | <input type="checkbox"/> Brokerage deposits |
| <input type="checkbox"/> Government deposit | <input type="checkbox"/> Child support or court-ordered deposits |
| <input type="checkbox"/> Social Security Administration | <input type="checkbox"/> Other |

3. Switch automatic payments/withdrawals using the Authorization to Change Automatic Withdrawal Form

- | | |
|---|--|
| <input type="checkbox"/> Mortgage Rent | <input type="checkbox"/> Auto |
| <input type="checkbox"/> Association Fees | <input type="checkbox"/> Club/Membership Dues |
| <input type="checkbox"/> Internet Service | <input type="checkbox"/> Cable TV Satellite |
| <input type="checkbox"/> Investments | <input type="checkbox"/> Credit Cards |
| <input type="checkbox"/> Utilities-Electric Gas Water | <input type="checkbox"/> Home Phone Cell Phone |
| <input type="checkbox"/> Online Billing | <input type="checkbox"/> Other |

4. Close all other savings, checking and bill payment accounts using the Authorization to Close Account Form

Financial Institutions _____

5. Transfer high-rate credit card balances to your SC Telco Federal Credit Union Visa® using the Balance Transfer Authorization Form

Credit Cards to Transfer _____

6. Additional options to explore

- Refinance my auto loan at SC Telco Federal Credit Union
- Refinance my mortgage loan at SC Telco Federal Credit Union
- Tap my home's equity with one of SC Telco Federal Credit Union home equity services

For more details or help switching your accounts to SC Telco Federal Credit Union just ask. We look forward to serving you. Please visit any of our branches or call us at (800) 922-0446.

Authorization to Change Direct Deposit

Instructions: Complete this authorization to change direct deposits to SC Telco Federal Credit Union and provide to your payroll department or any other payor who makes automatic deposits to your account.

Date_____

Employer | Depositor's Name_____

Address_____ City | State | Zip_____

To Whom it May Concern:

You are currently making direct deposits on my behalf to this account:

Previous Financial Institution_____

Routing Number_____

Account Number_____

Please discontinue direct deposits here and immediately start direct deposits to my account at:

SC Telco Federal Credit Union

PO Box 10708

Greenville, SC 29603

Routing Number - 253279277

Account Number _____ Savings | Checking (circle one)

If you have any questions about this request, please contact me during the day | evening (circle one) at

(_____) _____ (phone number)

Thank you.

Signature_____

Name_____

Address_____

City | State | Zip_____



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Authorization to Change Automatic Withdrawal

Instructions: Complete this authorization to have automatic withdrawals made from your SC Telco Federal Credit Union account. Print one authorization for each company that makes automatic withdrawals from your account. Remember to change any automatic payments made by debit card also.

Date_____

Name of Company that Makes Automatic Withdrawal_____

Address_____ City | State | Zip_____

To Whom it May Concern:

You are currently withdrawing \$_____ (amount) on a _____ (when) basis for my
_____ (what payment is for) from:

Previous Financial Institution_____

Routing Number_____

Account Number or Card Number_____

Please discontinue withdrawals from this account and (check one):

- Begin withdrawals from my account at:

SC Telco Federal Credit Union

PO Box 10708

Greenville, SC 29603

Routing Number - 253279277

- Account Number _____ Savings | Checking (circle one)

Begin withdrawals from my SC Telco Federal Credit Union card:

Card Number_____ Expiration_____ CVV_____

- I will use SC Telco Federal Credit Union's Bill Pay service to make future payments.

If you have any questions about this request, please contact me during the day | evening (circle one) at

(_____) _____ (phone number)

Thank you.

Signature_____

Name_____

Address_____

City | State | Zip_____



Authorization to Close Account

Instructions: Complete this authorization to close accounts at other financial institutions and have funds transferred to your SC Telco Federal Credit Union account. Print one authorization for each financial institution where you have accounts. Remember to destroy and recycle old checks and destroy your old ATM and debit cards for security purposes.

Date_____

Other Financial Institution Name_____

Address_____ City | State | Zip_____

To Whom it May Concern:

Please close my account(s) with your financial institution:

Account Numbers_____

Account Holders_____

ID Verification (SSN or Secret Account Code)_____

And send a check for the remaining balance(s) to my new account at:

SC Telco Federal Credit Union

PO Box 10708

Greenville, SC 29603

Routing Number - 253279277

I have also made arrangements to discontinue the direct deposit and automatic withdrawal of funds from my account(s) with your financial institution.

If you have any questions about this request, please contact me during the day | evening (circle one) at

(_____)_____ (phone number)

Thank you.

Account Holder 1 Signature_____ Date_____

Account Holder 2 Signature_____ Date_____



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Balance Transfer Authorization

Lower your credit card costs when you transfer your other high-rate credit card balances to your SC Telco Federal Credit Union credit card.

Tell us about yourself (Please Print)

Primary Member Name _____

Address _____ City | State | Zip _____

Credit Union Account Number _____ Visa Card Number _____

Home Phone _____ Work Phone _____

Authorized Signature _____

Transfer Information

Name of Issuing Bank/Financial Institution _____

Address _____ City | State | Zip _____

Account Number _____ Exact Amount to Transfer _\$_____

Name of Issuing Bank/Financial Institution _____

Address _____ City | State | Zip _____

Account Number _____ Exact Amount to Transfer _\$_____

Name of Issuing Bank/Financial Institution _____

Address _____ City | State | Zip _____

Account Number _____ Exact Amount to Transfer _\$_____

Name of Issuing Bank/Financial Institution _____

Address _____ City | State | Zip _____

Account Number _____ Exact Amount to Transfer _\$_____

Balance transfer amounts are limited to the available funds of your approved credit limit amount. SC Telco does not charge a balance transfer fee. Transferred amounts cannot be from another SC Telco Federal Credit Union loan account. Please continue making payments on your other credit card account(s) until the balance transfer is confirmed on your other institution's account statement.