



Life is good. Make it great.

SWITCH KIT

Account # _____

Switching to CME Federal Credit Union is easy!
Just follow these 3 simple steps:



1 OPEN YOUR NEW CME FEDERAL CREDIT UNION ACCOUNT

- Stop by one of our five branches and speak to one of our Loan Officers
- Apply online – www.cmefcu.org
- Call us at (888) 224-3108 or (614) 224-8890



2 TRANSFER YOUR DIRECT DEPOSITS & AUTOMATIC PAYMENTS

- Simply use these forms! Make additional copies as needed.
- Give to your Human Resources or Payroll Department for your paycheck to be deposited.
- Don't forget any Retirement or Pension Deposits. Call Social Security at (800) 772-1213.
- Notify the companies that automatically withdrew from your previous checking account. Typically, they can be notified by their website, by phone or by mail.
- Use our Checklist – Consider setting up other bills with Automatic Payment through CME!!



3 CLOSE YOUR OLD ACCOUNT

- Monitor your old account to ensure all deposits and payments have transferred.
- Withdrawal any remaining funds and deposit into your new account with CME.
- Simply use the **Account Closing Form** included and give to your old financial institution.



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150. E Mound Street, Suite 100
Columbus, OH 43215
(888) 224-3108

CME DIRECT DEPOSIT FORM

Give to your Human Resources or Payroll Department

I authorize my direct deposit to be routed to CME Federal Credit Union. Effective Date: _____

Name: _____ Phone Number: _____

Address: _____ City: _____ Zip: _____

My CME Account Number: _____ Checking Savings Deposit entire check amount

CME Routing and Transit Number (ABA): 244077255 Deposit partial amount \$ _____

Authorized Signature: _____



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CHANGE AUTOMATIC PAYMENT FORM

I authorize my automatic payment to be routed from my account at CME Federal Credit Union.

Name: _____ Phone Number: _____

Address: _____ City: _____ Zip: _____

My CME Account Number: _____ Checking Savings CME Routing and Transit Number (ABA): **244077255**

Payment Amount \$ _____ Monthly Weekly

Authorized Signature: _____

CHECKLIST FOR AUTOMATIC PAYMENTS

Auto Insurance	Electric	Home Phone
Car Payment	Gas	Rent
Cable	Life Insurance	Student Loan
Cell Phone	Personal Loan	Gym Membership
Credit Card	Mortgage	Other

CME would be happy to assist you in setting up any of these accounts for automatic payment with your new checking account!!



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ACCOUNT CLOSURE FORM

Give this to your previous financial institution

Please close this account per my instructions. I am switching to CME Federal Credit Union!

Previous Financial Institution _____ Account Number to be closed _____

Name: _____ Phone Number: _____

Address: _____ City: _____ Zip: _____

Transfer remaining balance to: CME Account Number: _____ Checking Savings

CME Routing Number (ABA): **244077255** I authorize the closure of my account effective: _____

Authorized Signature: _____