

Switch today to "TLC"

"More than just a Service Philosophy!"



Follow these steps to SAVINGS!

1. Open Your New Account(s)

Your new TLC checking and savings account opens the door to a number of benefits. Complete the “Open My New Account” form and ask to speak with a TLC Member Service Representative. They will take care of setting up your account(s). We’ll even order your new checks and debit card. Be sure to bring your valid photo identification with you.

2. Change Your Direct Deposits

To switch any direct deposits you may have set up with your employer or the company handling your retirement or pension payments, complete the “Change My Direct Deposit” form. A TLC Member Service Representative is available to assist as needed. Be sure to include a voided check (Most companies require it to verify your account number).

3. Change Your Automatic Withdrawals

Next you’ll need to contact the companies and financial institutions with which you have established automatic withdrawals. Complete the “Change My Automatic Withdrawal” form, for each automatic withdrawal you have. A TLC Member Service Representative is available to assist as needed. Be sure to include a voided check (Most companies require it to verify your account number).

4. Close Your Other Account

Leave your old accounts open long enough for outstanding checks and automatic withdrawals to clear, with enough money in the accounts to cover the transactions. Once the accounts are no longer active, send your former financial institution the enclosed “Close My Other Account” form which requests the balance from those accounts. Finally destroy your old checks, ATM/Debit cards and deposit slips. We can even do that for you if you’d like.

The enclosed forms are intended to help you streamline the changeover process as a new member of TLC Community Credit Union. If you need help completing any of the enclosed forms, we’d be more than happy to help.

You will need to know the bank routing number and account numbers from your former financial institution to switch any direct deposits or automatic withdrawals. The bank routing number is the first nine digits of the series printed on the bottom of your checks. TLC’s routing number is 272485291. The account number is the next series of numbers, followed by the check number.



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“Open My New Account”

Please check all that you wish to open.

- Savings Account
 Checking Account
 Home Banking
 eStatements
 Certificate of Deposit
 Other: _____

First Name (please print) MI Last Name

Would you like someone joint on this account? Yes No

If yes, does this person reside with you? Yes No

Joint Member's First Name (please print) MI Last Name

Rent Own

Mailing Address

Physical Street Address

City State Zip

Home Phone # Cell Phone # Work #

SSN or ITIN Email Address

Employer's Name

Occupation

Why did you choose our credit union?

Primary Member's Signature Date

Joint Member's Signature Date

Note: Valid photo identification is required of all applicants when you open new accounts.

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“Change My Direct Deposit”

Employer or Retirement Contact

Date

Employer / Depositor's Name

Address

City State Zip

Message

To Whom It May Concern:

You are currently depositing (amount) \$ _____ to the following account:

Financial Institution: _____

Bank Routing Number: _____

Financial Institution Account Number: _____

Please stop making deposits, effective (date) _____ to that account.

And instead send them to:

TLC Community Credit Union, P.O. Box 927, Adrian, MI 49221

Credit Union Routing Number: **272485291**

Credit Union Account Number: (Most are 13 digits) _____

If you have any questions, please call me during the Day / Evening at: _____

Employee or Retiree Information

Signature Date

Name (Print please)

Address

City State Zip

Other information your employer may need (SSN, Employee ID#, etc.)

Note: Attach voided check to form.



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“Change My Automatic Withdrawal”

Company Information

Date

Name of Company That Makes Automatic Withdrawal

Address

City State Zip

Message to Company

To Whom It May Concern:

You are currently withdrawing (amount) \$ _____ from my account on a weekly / monthly / annual basis (**Circle one**).

Previous Financial Institution: _____

Bank Routing Number: _____

Financial Institution Account Number: _____

Please stop withdrawals from that account, effective (date) _____

And instead make them from:

TLC Community Credit Union, P.O. Box 927, Adrian, MI 49221

Credit Union Routing Number: **272485291**

Credit Union Account Number: (Most are 13 digits) _____

If you have any questions, please call me during the Day / Evening at: _____

Customer Information

Signature Date

Name (Print please)

Address

City State Zip



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“Close My Other Account”

Institution Information

Date _____

Financial Institution Name _____

Address _____

City _____

State _____

Zip _____

Message to Institution

To Whom It May Concern:

Effective date, _____ please close the following account(s):

Checking Account # _____

Checking Account # _____

Savings Account # _____

Savings Account # _____

Please close my certificate of deposit account(s) upon maturity.

_____ Account Numbers / _____ Account Numbers

Please stop making deposits, effective (date) _____ to that account.

If you have any questions, please call me during the Day / Evening at: _____

Thank you.

Customer Information

Signature _____

Date _____

Name (Print please) _____

Address _____

City _____

State _____

Zip _____

Cosigner or Joint Signature _____

Date _____

Cosigner or Joint Name (please print) _____



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