



## **SWITCH KIT**

**Opening an SIRCFCU account is as easy as flipping a switch. Simply follow the steps below to make the transition from your current institution to an SIRCFCU account. If you need help, please call us at (906) 475-4149 or stop by any branch which are located in Negaunee, Marquette, Gwinn, Iron River and Munising and we'll be happy to assist you.**

**“We make it Easy for YOU”**

### **Step 1. Account Application and Setup**

We would like the opportunity to serve you. To open a new account at SIRCFCU, please stop by one of our offices with two forms of identification. The preferred forms are a valid drivers license and social security card. If you do not have these two pieces of I.D. please call (906) 475-4149 and we will be more than happy to discuss other acceptable means of identification with you. To open a new account, please allow 15-30 minutes. At this time, a member service representative can assist you with the account switch kit.



**SUPERIOR IRON RANGE COMMUNITY FEDERAL CREDIT UNION  
ACCOUNT SWITCH KIT**

**Step 1: Account Application and Setup      Step 3: Automatic Payment Change Notification**  
**Step 2: Direct Deposit Change Notification      Step 4: Previous Account Closure Notification**

**Step 2: Direct Deposit Change Notification**

1. Your employer may have its own direct deposit form that you must use. Please contact your human resources or payroll department for the form your company uses.
2. If you receive deposits other than payroll direct deposit, such as retirement or social security payments, contact the depositor or a credit union representative for instructions on changing these deposits to your new Superior Iron Range account.
3. The direct deposit forms for social security can be downloaded from the switch kit webpage

Date \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ Name \_\_\_\_\_

Name of Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employer's Phone (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Previous Financial Institution \_\_\_\_\_ Previous Account # \_\_\_\_\_

Address \_\_\_\_\_

New Financial Institution: Superior Iron Range Community Federal Credit Union  
490 E US 41 Hwy  
Negaunee, MI 49866  
(906) 475-4149

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

- Savings
- Checking

I hereby authorize this change in direct deposit effective on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Signature \_\_\_\_\_



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**Step 3: Automatic Payment Change Notification**

This form can be used to notify any organization that makes automatic debits from your account. Make as many copies as you need. (Example of companies who may automatically debit your account might be your mortgage company, credit card company, utility companies, other lenders, auto insurance, gym membership, just to name a few)

Customer Name \_\_\_\_\_ Account # \_\_\_\_\_

Company Name \_\_\_\_\_ Due Date \_\_\_\_\_

Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Financial Institution \_\_\_\_\_ Routing # \_\_\_\_\_

Previous Account # \_\_\_\_\_ Amount \$ \_\_\_\_\_

**New Financial Institution: Superior Iron Range Community Federal Credit Union  
490 E US 41 Hwy  
Negaunee, MI 49866  
(906) 475-4149**

Routing Number: 291172967

Account Number: \_\_\_\_\_

- Savings
- Checking

Signature \_\_\_\_\_ Date \_\_\_\_\_



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ACCOUNT SWITCH KIT**

**Step 1: Account Application and Setup**      **Step 3: Automatic Payment Change Notification**  
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**Step 4: Previous Account Closure Notification**

Be sure to leave old accounts active and funded long enough to allow outstanding checks and automatic deposits in process to post.

Date \_\_\_\_\_ Soc. Sec. # \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Financial Institution Name \_\_\_\_\_ Location \_\_\_\_\_

Account # \_\_\_\_\_

Account # \_\_\_\_\_

Account # \_\_\_\_\_

I hereby authorize the closure of my accounts and hereby state that there are no outstanding transactions on the account to be closed, and all direct deposits and automatic payments have been stopped.

Closure effective on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please mail balance to:

**New Financial Institution: Superior Iron Range Community Federal Credit Union  
490 E US 41 Hwy  
Negaunee, MI 49866  
(906) 475-4149**

Routing Number: 291172967

Account Number: \_\_\_\_\_

Savings

Checking

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_