



New Member Switch Kit

This guide may be used as a reference when switching from an existing financial institution to New Generations Federal Credit Union.

Step 1: OPEN your account with New Generations FCU at any of our branches.

Step 2: STOP using your old checking account. You will need to let all of your outstanding checks and debits clear before closing the account.

Step 3: SWITCH your Direct Deposit. Use the Direct Deposit Switch Form to update your new account information with your employer, the Social Security Administration or your retirement plan administrator.

Step 4: CHANGE your automatic payments. Use the Automatic Withdrawal Change Form to update your new account information at companies who automatically withdraw money from your account.

Step 5: CLOSE your old account. Use the Account Close Form to assist you with what you'll need to close your account at your previous financial institution.

Direct Deposit Switch Form

Submit the information below along with a voided check or deposit slip to your current employer, or any company that processes your direct deposits or reoccurring payments.

Date: _____

Company name:

Attention: Payroll Department

I authorize the above named to move my direct deposit to:
New Generations Federal Credit Union
1700 Robin Hood Road
Richmond, VA 23220
804.359.8754

Routing number: 251082495

New Generations Federal Credit Union
Account Number: _____

Please deposit in to my:
Checking ___ or Savings ___

Sincerely,
Signature:

Name (print):

Address:

Telephone:

Guide for Members

Automatic Withdrawal Notification Form

Submit the information below along with a voided check or deposit slip from your New Generations FCU account to the companies who automatically withdraw money from your account. You may also call each company and provide them with your new account information.

Date: _____

Name of company making automatic withdrawals:

Regarding my account number:

You are currently debiting my account at (name of institution):

Please cancel the above transaction and begin debiting my account at:

New Generations Federal Credit Union
Routing number: 251082495
New Generations FCU Member Account number:

Withdrawal from:
Checking ___ Savings ___

I authorize this change.
Signature:

Name (print):

Address:

Telephone:

Account Close Form

To close your account at your previous financial institution, you may:

- Visit that institution and close your account
- Call them to let them know you will be closing your account
- Mail them a letter stating your request to close your account.

Effective Date:

Name of Financial Institution:

To the attention of:

Account number: _____

Send the remaining balance to:
New Generations Federal Credit Union
1700 Robin Hood Road
Richmond, VA 23220
804.359.8754

Account number: _____

Sincerely,
Signature:

Name (print):

Address:

Telephone:
