

3535 Quakerbridge Road
Suite 600 at IBIS Plaza
Hamilton Twp., NJ 08619
Ph. 609.631.4300
Fax. 609.631.9605

Making the Switch is easier than ever!

To prepare for a smooth transition, you will need account numbers and the routing number of the institution you are switching from. These numbers can be found on the bottom of your current checks on the MICR line.

The first set of numbers is the routing number. The second set is your account number. The third set is the check number.

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↓	↓	↓
ROUTING NUMBER	ACCOUNT NUMBER	CHECK NUMBER

The following forms are available to print and fill out or meet with one of our Member Service Representatives for assistance.

- ❖ **Account Closing Notification**
- ❖ **Direct Deposit Notification**
- ❖ **Social Security Direct Deposit**
- ❖ **Federal Benefit Direct Deposit**



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Account Closing Notification

Former Bank Name

Former Bank Address

To Whom It May Concern:

Please close my bank account(s) as described below.

Account #1

Name on account: _____

Account Number: _____ Type: Checking Money Market Saving

Please send the balance of this account by: Official Check* Wire Transfer*

Account #2

Name on account: _____

Account Number: _____ Type: Checking Money Market Saving

Please send the balance of this account by: Official Check* Wire Transfer*

Mailing Instructions for Official Check

Name: _____

Address: _____ City _____ Zip _____

Wire Transfer Instructions

Beneficiary's Name: _____ Receiving Account # _____

Beneficiary's Address: _____

Receiving Institution: **Alloya Corporate FCU Routing Number 221381715**

Further Credit-Hamilton Horizons Federal Credit Union Routing Number: 231278465

Sincerely,

Signature Date Signature (if needed) Date

This letter has been generated with the assistance of HHFCU. The routing/transit number provided is for the new account. To confirm account information, please call 1-609-631-4300. * Former Bank may charge fees.





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Direct Deposit Notification

Please be advised that I've recently changed financial institutions and request that my direct deposit be switched to my new account at *Hamilton Horizons FCU*. My information is as follows:

Account Holder Information:

First M Last

Address

City State Zip

(____) _____ - _____
Phone

Please deposit payments into the following account. Checking Savings

Hamilton Horizons Account Number: _____ (no dashes)

Hamilton Horizons ABA Routing Number: **231278465**

I authorize _____ to initiate credit entries to my account at **Hamilton Horizons**. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act. If there are further questions, please call me at the number listed above. If you have any questions or need additional information, please feel free to contact me.

Sincerely,

Member Signature Date

Print Name

This letter has been generated with the assistance of Hamilton Horizons. The routing/transit number provided is for the new account and should be accepted in lieu of a cancelled check. To confirm account information, please call 1-609-631-4300.



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Social Security Direct Deposit

The Social Security Administration does not require written instructions to change direct deposit from one account to another. Instead, a toll-free number is available for you to provide direct deposit change instructions over the telephone for faster service.

Prepare for the call by filling in the information below.

Closed Account Information

New Account Information

Bank Name: _____

Bank Name: **Hamilton Horizons FCU**

Account Number: _____

Account Number: _____

Routing Number: _____

Routing Number: **231278465**

Follow the steps below:

Step 1: Call the Social Security Administration toll-free at 1.800.772.1213

Step 2: Ask the administrator to change your direct deposit instructions.

Step 3: Provide your personal identification information along with your closed account and new account information.

Step 4: Find out the estimated time frame in which the first direct deposit transaction will occur. Make note of that date in your records.