

LET'S GET TO WORK



BUSINESS ACCOUNT SWITCH KIT



Want to make the switch to DFCU Financial? We can help make it easy!

Our team of experts is ready to help you through the process of switching to DFCU Financial. They can:

- 1.) Open your business account at DFCU Financial. Our representatives can help you determine which business account relationships and services are best for you and your business based on how you will use your account. The [Business Switch Kit Checklist](#) is a step-by-step checklist to help make the switch process easier for you.
- 3.) Provide you with a variety of options to [easily fund your DFCU Financial business account](#).
- 4.) Provide you with the necessary letters to [switch recurring automatic payments](#).
- 5.) Walk you through the next steps you will need to complete to finish the process like:
 - a. Updating your account information on websites you use.
 - b. Switching online bill pay service, if applicable.

Make the switch today!

To start the process, [visit your local Ann Arbor, Metro Detroit, Grand Rapids, Lansing, Tampa Bay, Naples, or Fort Myers DFCU Financial branch office](#).

To expedite the process, feel free to use the forms contained within this packet and bring them with you when you come in to open your account. If not, our team members can help you complete them during the process.

DFCU Financial Routing Number: 072486791



P.O. BOX 6048
 DEARBORN, MICHIGAN 48121
 PH 888.336.2700
 dfcufinancial.com

Business Switch Kit Checklist

We've made it easy to switch your business account to DFCU Financial!

Use this step-by-step checklist to help you with the switch process. Print this checklist and as you complete items, check off the boxes on your printed copy.

<input type="checkbox"/>	<p>Open your membership and establish an account at DFCU Financial. You may do this by visiting any of our convenient branch locations. Don't forget to:</p> <p><input type="checkbox"/> Order Checks <input type="checkbox"/> Order a Debit Card</p>																		
<input type="checkbox"/>	<p>Access DFCU Online - The Business Online Administrator will receive an email once the Online Access Authorization has been processed. The email will contain initial credentials for DFCU Online access and must be used within 72 hours of receipt of the email.</p>																		
<input type="checkbox"/>	<p>Verify that all checks, debit card transactions and scheduled bill payments have cleared your old account(s). If they have not, make sure to leave enough money to cover any outstanding items.</p>																		
<input type="checkbox"/>	<p>Switch your automatic payments and withdrawals:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Mortgage/Rent</td> <td><input type="checkbox"/> Auto</td> <td><input type="checkbox"/> Association Fees</td> </tr> <tr> <td><input type="checkbox"/> Supplies/Vendors</td> <td><input type="checkbox"/> Club/Membership Dues</td> <td><input type="checkbox"/> Internet Service</td> </tr> <tr> <td><input type="checkbox"/> Cable TV / Satellite</td> <td><input type="checkbox"/> Investments</td> <td><input type="checkbox"/> Credit Cards</td> </tr> <tr> <td><input type="checkbox"/> Utilities (Electric, Gas, Water)</td> <td><input type="checkbox"/> Insurance</td> <td><input type="checkbox"/> Phone / Cell Phone</td> </tr> <tr> <td><input type="checkbox"/> Online Billing</td> <td><input type="checkbox"/> ACH Withdrawal</td> <td><input type="checkbox"/> Taxes</td> </tr> <tr> <td><input type="checkbox"/> Payroll</td> <td><input type="checkbox"/> Other: _____</td> <td><input type="checkbox"/> Other: _____</td> </tr> </table>	<input type="checkbox"/> Mortgage/Rent	<input type="checkbox"/> Auto	<input type="checkbox"/> Association Fees	<input type="checkbox"/> Supplies/Vendors	<input type="checkbox"/> Club/Membership Dues	<input type="checkbox"/> Internet Service	<input type="checkbox"/> Cable TV / Satellite	<input type="checkbox"/> Investments	<input type="checkbox"/> Credit Cards	<input type="checkbox"/> Utilities (Electric, Gas, Water)	<input type="checkbox"/> Insurance	<input type="checkbox"/> Phone / Cell Phone	<input type="checkbox"/> Online Billing	<input type="checkbox"/> ACH Withdrawal	<input type="checkbox"/> Taxes	<input type="checkbox"/> Payroll	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
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<input type="checkbox"/>	<p>Verify that all outstanding items have cleared your account and that your direct deposits and automatic payments have begun posting to your new DFCU Financial account.</p>																		
<input type="checkbox"/>	<p>Close your old account – ask about our helpful forms to aid you in this process.</p>																		
<input type="checkbox"/>	<p>Additional options to consider:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Apply for a DFCU Financial Credit Card <input type="checkbox"/> Refinance your auto loan to DFCU Financial <input type="checkbox"/> Apply for a Mortgage, Term Loan, or Line of Credit <input type="checkbox"/> Merchant Services <input type="checkbox"/> Payroll Services <input type="checkbox"/> Insurance & Benefits <input type="checkbox"/> Speak to someone about Retirement Planning 																		

Thank you for becoming a member of DFCU Financial! If you have any questions or need help, please contact us at 888.336.2700.

There are several ways to easily fund your new DFCU Financial Business Account:

<input type="checkbox"/>	Option 1	Visit one of our many convenient DFCU Financial branches with a personal check, cashier's check, cash or your debit card.
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<input type="checkbox"/>	Option 2	Visit your other financial institution and request a cashier's check from your account.
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<input type="checkbox"/>	Option 3	<p>Request a wire transfer of funds from your other financial institution. You will need to provide them with the following information:</p> <table border="1" style="width: 100%;"> <tr> <td colspan="2">Name</td> </tr> <tr> <td>Address</td> <td>City, State, Zip</td> </tr> <tr> <td>Account #</td> <td>Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other: _____</td> </tr> <tr> <td colspan="2">DFCU Financial Routing Number (ABA): 072486791</td> </tr> </table>	Name		Address	City, State, Zip	Account #	Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other: _____	DFCU Financial Routing Number (ABA): 072486791	
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DFCU Financial Routing Number (ABA): 072486791										

<input type="checkbox"/>	Option 4	<p>If you use online bill pay at your other financial institution, set DFCU Financial up as a payee with the following details:</p> <table style="width: 100%;"> <tr> <td style="width: 50%;">Biller Name</td> <td style="width: 50%;">Biller Address</td> </tr> <tr> <td>DFCU Financial</td> <td>P O Box 6048</td> </tr> <tr> <td></td> <td>Dearborn, MI 48121</td> </tr> <tr> <td>Your Checking Account #</td> <td></td> </tr> <tr> <td colspan="2">Found on your membership card: _____</td> </tr> </table>	Biller Name	Biller Address	DFCU Financial	P O Box 6048		Dearborn, MI 48121	Your Checking Account #		Found on your membership card: _____	
Biller Name	Biller Address											
DFCU Financial	P O Box 6048											
	Dearborn, MI 48121											
Your Checking Account #												
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Important Reminder!

Before you transfer your balance to DFCU Financial, you will want to make sure all outstanding items have cleared or that you have accounted for all outstanding items in the remaining balance in your old business account.



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How To Wire Funds to your DFCU Financial Account

A wire transfer is an electronic transfer of money. In the case of a bank-to-bank transfer, no actual cash is exchanged, but electronic balances in the respective accounts are adjusted accordingly. Wire transfers can be a very secure method of exchanging funds.

Please fill out the following information below and present this document to your current financial institution to proceed with wiring funds to your DFCU Financial account.

Funds Should Be Wired To the Following:

DFCU Financial Account Holder Name

DFCU Financial Account Number

Account Type

Checking Savings Money Market Other:

Account Holder Street Address

City/State/Zip

DFCU Financial Routing Number (ABA): 072486791

IMPORTANT: Fees may be assessed by the sending bank, or if applicable, any intermediary banks. DFCU Financial cannot determine if fees will be charged. DFCU does not directly accept wires from foreign institutions and does not have a SWIFT code. The foreign institution should have its own domestic institution that it processes wire through.



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Date: _____

Merchant/Payee: _____

Address: _____

City, State, Zip: _____

RE: Recurring Automatic Payment Transfers for _____

Please use this request, as indicated by my original signature below, as formal authorization to deduct any recurring payment(s) to you from my new account with **DFCU Financial** listed below. Recurring payments from my former financial institution should be discontinued.

Customer Information:	
Customer Name	Merchant/Payee Account Number
Customer Street Address	Customer City/State/Zip

Please make this change effective as of (Date): New DFCU Financial Account Number: DFCU Financial Routing Number: 072486791
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If the information contained on this form is insufficient to make the changes requested, please contact me immediately at _____

Thank you for your assistance.

Signature: _____

Date: _____