

Organize your Automatic Payments/Transfers information using the **Business Switch Kit Checklist, Automatic Payment Transfer Letter and Common Payee List**. These forms will help you keep track of all the information you need to switch automatic payments/transfers to your new DFCU Financial business account and assist in the process of completing this transition.

What is a Routing Number?

A routing number is the nine-digit number banks use to transfer money. It can be found in the lower left hand side of your checks.

What is the Routing Number for DFCU Financial?

072486791

What are Automatic Payments?

Automatic payments are recurring payments made from your account and can include insurance premiums or monthly membership fees.

Common Automatic Payments and Transfers

Listed below are typical merchants (payees) and other entities with whom you may have automatic payments and/or transfers established.

Automatic Payments

- Gas Company
- Electric Company
- Water Company
- Suppliers
- Transportation/Parking
- Internet Services
- Cell Phone
- Cable or satellite TV
- Loans
- Mortgages
- Credit Cards

Planning Ahead

The time required to complete this process is dependent upon how long it takes to switch payments and/or transfers from your former institution to DFCU Financial. The amount of time varies based upon transaction type. Please use the following as a guide for planning purposes:

Automatic Payments/Transfers

- | | | | |
|---------------|------------|-------------|------------|
| • Automobile | 30-90 days | • Insurance | 30-60 days |
| • Cable | 45-60 days | • Mortgage | 30-45 days |
| • Health Club | 14-21 days | • Utilities | 30-60 days |



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

Business Automatic Payments/Transfers Checklist

Complete this checklist of the business automatic payments/transfers you were making with your previous business account(s). While filling it out, think about which payment method works best, and whether you wish to make any changes. **Tip:** Review a recent account statement to identify automatic payments/transfers.

Current Payment Methods:

- a.) Recurring Automatic Payments: You gave a company a voided check or account & Routing Transit Number. Payments are tied to a regular bill.
- b.) Pre-Authorized Transfers at Other Financial Institution: Payments you set up between accounts at another Financial Institution (e.g. payment to car loan from checking).
- c.) Payees You Set Up at Other Financial Institution's Bill Pay.
- d.) Payments When You Provided Debit Card Number.
- e.) Payments You Initiated at a Company Website.

Check if Payment Applies	Type of Automatic Payment or Transfer	Biller Name	Current Payment Method
<input type="checkbox"/>	Electric/Gas/Oil		
<input type="checkbox"/>	Water		
<input type="checkbox"/>	Tax Payments		
<input type="checkbox"/>	Telephone		
<input type="checkbox"/>	Cellular Phone		
<input type="checkbox"/>	Cable/Satellite TV		
<input type="checkbox"/>	Internet Provider		
<input type="checkbox"/>	Mortgage/Rent		
<input type="checkbox"/>	Auto Loan/Lease		
<input type="checkbox"/>	Credit Cards		
<input type="checkbox"/>	Credit Cards		
<input type="checkbox"/>	Loans		
<input type="checkbox"/>	Loans		
<input type="checkbox"/>	Insurance		
<input type="checkbox"/>	Insurance		
<input type="checkbox"/>	Memberships		
<input type="checkbox"/>	Memberships		
<input type="checkbox"/>	Transportation/Parking		
<input type="checkbox"/>	Suppliers		
<input type="checkbox"/>	Suppliers		
<input type="checkbox"/>	Customers		
<input type="checkbox"/>	Vendors		
<input type="checkbox"/>	Other: _____		
<input type="checkbox"/>	Other: _____		



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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: _____

Common Electronic Payment Contact Information

Below, you will find telephone numbers and websites of common payment/utility companies. You can use these to help switch automatic payments from another checking account to DFCU Financial Business Account.

Communications Companies <i>Includes: Home Phone Cell Phone TV/Cable Internet</i>	AT&T 800.222.0300 www.att.com	Sprint Check website for phone numbers www.sprint.com	T-Mobile 800.TMO.BILE (800.866.2453) www.tmobile.com	Verizon 800.483.3000 www.verizon.com	
	Comcast 800.266.2278 http://www.comcast.net	Wow Cable/Internet 866.496.9669 http://www1.wowway.com	Direct TV 800.494.4388 https://www.directv.com	Dish Network 888.284.7116 http://www.dishnetwork.com	
	NetFlix 877.742.1480 https://www.netflix.com	AOL 866.770.9450 http://www.aol.com	Metro PCS 888.863.8768 http://www.metropcs.com	Brighthouse 734.422.2810 http://www.brighthouse.com	
Utilities	DTE Energy 800.477.4747 http://my.dteenergy.com	CMS Energy 800.477.5050 http://www.cmsenergy.com	Detroit Water Department 313.964.9090 http://www.dwsd.org	Lansing Board of Water & Light 517.702.6006 http://www.lbwl.com https://www.paybill.com/lbwlcc	
	City of Ann Arbor Water 734.794.6320 https://www.a2gov.org	City of Grand Rapids Utilities 616.456.3020 http://grcity.us			
Insurance	AAA 800.AAA.MICH (800.222.6424) http://michigan.aaa.com	State Farm Call your State Farm agent http://www.statefarm.com	Geico 877.206.0215 http://www.geico.com	Met Life 800.422.4272 http://www.metlife.com	
	AllState 800.255.7828 http://www.allstate.com	Progressive 800.776.4737 http://www.progressive.com	Allianz Life 800.950.5872 https://www.allianzlife.com	CUNA Mutual 877.MEMBERS (877.636.2377) http://www.cunamutual.com	
	Hershey Insurance Group 888.843.7743 http://www.hersheyinsurance.com				

Common Electronic Payment Contact Information, continued

Misc. Financial Institutions	GMAC Mortgage 800.766.4622 http://www.gmacmortgage.com	Ford Financial 800.727.7000 http://www.fordfinancial.com	Sallie Mae 888.272.5543 http://www.salliemae.com	Chase Mortgage 800.848.9136 http://www.chase.com
	Ally Bank 888.925.ALLY (888.925.2559) http://www.ally.com	Wells Fargo 800.869.3557 http://www.wellsfargo.com	Toyota Financial 800.874.8822 http://www.toyotafinancial.com	Honda Financial Services 800.999.1009 http://www.hondafinancialservices.com
	Fidelity Telephone number depends on type of account; check website https://www.fidelity.com	Charles Schwab 800.435.4000 https://www.schwab.com	ING Direct 888.464.0727 https://home.ingdirect.com	
Credit Cards	MasterCard Call issuing bank	American Express 800.528.4800 http://www.americanexpress.com	Capital One 800.955.7070 http://www.capitalone.com	Discover 800.767.1146 http://www.discovercard.com
	VISA Call issuing bank			
	Citicard Telephone number depends on type of card; check website http://www.citibank.com			
Other	PayPal: http://paypal.com e-Bay: http://www.ebay.com	Benepay: 855.236.3729 http://www.benepaytech.com		
Not Listed	Store Credit Cards (Macy's, Kohl's, Target, JC Penny, Sears) Home and Auto Loans Investment accounts/brokers Health Club Dues			