
SwitchKit

1

Open New Accounts

Your first step is to open your new savings account with HEWFCU. Once this account is in place, you have access to all of our benefits and other accounts, including HEWFCU FREE Checking with direct deposit and low-cost loans.*

**All loans subject to an evaluation of each applicant's credit.*

2

Close Old Accounts

Be sure to leave your old accounts active long enough to allow outstanding checks and automatic withdrawals to clear. Leave enough money in place to cover these transactions. This process may take several weeks. Once you're sure that the old accounts are inactive, you can ask your previous institution to send you the balance from that account. Then you can destroy your old checks, ATM/debit cards, and deposit slips.

3

Switch Automatic Transactions

Use the SwitchKit forms on the following pages to help you contact the companies and financial institutions which handle your automatic deposits and withdrawals. We'll be happy to help you with any of these forms.

H·E·W Federal
Credit Union

Helping You Succeed Financially

Account Closure Notification

Financial Institution of Closed Account

Today's Date

Address

City, State, Zip Code

To Whom It May Concern *We request the closure of the following account(s):*

Account Number

Type of Account

Account Number

Type of Account

Send remaining balance(s) in the form of a check to:

Address

City, State, Zip Code

Name

Co-signer's Name

Signature

Date

Co-signer's Signature

Date

Print, Complete and Fax or Mail this form to your previous financial institution to notify them that you are closing your account.

Automatic Withdrawal Request

Individual or Company (recipient of withdrawals)

Today's Date

Address

City, State, Zip Code

To Whom It May Concern *Concerning your current withdrawal:*

Account

Frequency (weekly, monthly, day, etc.)

Account Number

Name

Please update the origin of payment to this new account:

Name

Address

City, State, Zip Code

HEW Federal Credit Union

254074688

Financial Institution

Routing Number

Account Number

Frequency/Date

Signature

Date

Print, Complete and Fax or Mail this form to entities who automatically withdraw funds from accounts you are closing.

Payroll Direct Deposit Request

Employer or Depositor's Name

Today's Date

Address

City, State, Zip Code

To Whom It May Concern

You are currently depositing all or part of my paycheck to the following account:

Old Financial Institution

Routing Number

Account Number

Please begin depositing payments to this new account:

HEW Federal Credit Union

254074688

Financial Institution

Routing Number

Account Number

Sincerely, _____
Name

Address

City, State, Zip Code

Signature

Date

Print, Complete and Fax or Mail this form to entities who automatically deposit funds into your accounts (typically paychecks).

Checklists

It's important to update banking information with your utilities, services, government, and employment. Here's a list of the most common ones:

Direct Deposit

- Your employer's human resources department
- The company handling your retirement or pensions
- Social Security Administration

Anyone who makes automatic withdrawals from your account:

- Mortgage company
- Homeowner's insurance
- Auto insurance
- Life insurance
- _____
- _____

Anyone who makes automatic charges to your old debit or credit cards:

- Utility companies
- Telephone company
- Cable company
- _____
- _____

BillPayer

Enrolling in BillPay

- Log into Internet Home Branch (link is available at www.HEWFCU.com)
- Click on “BillPayer” on the left side of the page
- Select the appropriate Share Draft Account
- Click “Enroll”
- Review the disclosures and select “I Agree”

Payees

Internet BillPayer allows you to establish up to forty-five (45) payees. You may make payments to payees with a U.S. address only. You may not establish payments for governmental agencies (including the Internal Revenue Service), any state or local tax authorities, collection agencies, or recipients of court ordered payments such as child support and alimony.

Establishing Payees

When establishing payees, you may locate an existing payee by clicking on “Find Payee” or you may set-up a new payee by clicking on “Add a Payee.”

Changing Payees

Before deleting payees from Internet BillPayer, it is necessary to delete any pending payments for that payee.

Payments

There is a limit on any single payment of \$25,000.00. There is no minimum payment amount. In order to set up a payment, click on “Add Payment”, choose your payee, enter the amount and the date of the payment, and indicate whether it is a one-time payment or recurring payment.

Payment Processing

Scheduled payments that fall on the day that the Credit Union is not open for business will be paid on the following business day. Funds are transferred out of your account by 7:00 AM EST and are transmitted to our remittance agent. Payments for which there are insufficient funds to make will not be processed and will have to be rescheduled at a later date. In order to ensure that your payments are received on time, it is necessary that all payments done by check are set up to be paid at least five (5) business days before the payment due date. If the payment is to be processed electronically, you must set up the payment to be processed at least two (2) business days prior to payment due date.

Payment Status

In order to check the status of a payment, click on “Payment Status”. Payment statuses are updated once a day. The status terms used are defined below:

- In Process - Your payment has been withdrawn from your account, but we have not yet received confirmation that the payment has been sent by the remittance agent.
- Check Sent - The remittance agent has issued a paper check to the payee.
- E-payment Sent - The remittance agent has issued an electronic payment to the payee.
- Check Cleared (Date) - The paper check issued by the remittance agent cleared their processing account on the date stated.

For more information about BillPayer, please contact Member Services at 202.488.5400, 800.742.5582 (toll-free) or member_serv@hewfcu.com.

Congratulations, on becoming a member of HEWFCU!
We look forward to banking with you!

H·E·W Federal
Credit Union
Helping You Succeed Financially

Need help?

Stop by any of our branches
or call us at **202.488.5400**
www.HEWFCU.com