



This checklist will help you keep track of all the steps and information required to switch to your new Vue Community Credit Union account. If you have any questions, please don't hesitate to contact us.

Your Vue Community Credit Union Account Number: _____

Your Vue Community Credit Union Routing Number: _____

Did you remember to:

- Open a Vue Community Credit Union account.
- Stop using your old account.
- Use the Automatic Withdrawal Change Form to send written notice to your vendors who automatically take payments from your checking account.
- Use the Direct Deposit Change Form to send written notice to your direct deposit vendors.
- Make certain enough funds are available in your old account to cover any remaining automatic payments.
- Make sure all checks have cleared on your old account.
- Use the Close Account Form to send written notice to the financial institution that you are closing the account.
- Destroy old ATM cards, checks, deposit slips, etc. associated with your former account.

	Company Name & Address	Date Mailed	Estimated Switch Date	Status
Direct Deposits:	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Automatic Payments:	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____