

TAUPA LITHUANIAN FEDERAL CREDIT UNION

Change Your Banking to TAUPA - Switch Kit Steps

1. Open a new account at TAUPA or use an existing account.
 - a. Apply online @ www.taupaboston.com; or
 - b. Call the office @ 617-479-6446.
2. Complete the direct deposit form and forward to your payroll department or Retirement/Pension Company. Social Security changes can be made by calling 1-800-772-1213; online address WWW.SSA.GOV/DEPOSIT/HOWTOSIGN.HTM.
3. Stop using your existing account at former bank.
4. Change your automatic payments by notifying all automatic payment vendors. You will find that TAUPA's free Bill Pay service is convenient and easy to use.
5. Close out your old checking account at your former bank.

Call TAUPA at 617-269-1450 for any questions.

**REMEMBER - FREE Checking, FREE 24/7 Online Banking, FREE Bill Pay,
FREE Debit Card and FREE Overdraft Protection**

DIRECT DEPOSIT REQUEST

Dear Payroll/Retirement Board/Human Resources:

Company Name

Address

City, State, Zip

I have recently changed credit unions and would like to update my direct deposit. Please discontinue my current deposit and begin making direct deposit(s) into my new TAUPA Lithuanian FCU account.

EMPLOYEE INFORMATION

Name: _____ Social Security #: ____-____-____

Address:

City: _____ State: _____ Zip: _____

Phone #: _____

BANK INFORMATION

To: TAUPA Lithuanian FCU

TAUPA Routing Number: 211 091 934

Account #: _____

Type of Account: Checking Savings

Please start making this automatic deposit to my account effective:

Immediately On ____/____/____

AUTHORIZATION

By signing below, I authorize you to make deposits directly to my TAUPA Lithuanian FCU account indicated above.

Sincerely,

Signature: _____ Date: _____

Telephone: _____

AUTOMATIC PAYMENT REQUEST

Dear Accounts Receivable:

Company Name

Address

City, State, Zip

I have recently changed credit unions and would like to have my automatic payment with your company changed to my new account. Please discontinue debiting from my old bank account and begin making automatic withdrawals from my new TAUPA Lithuanian FCU account.

PAYEE INFORMATION

Name: _____ Phone #: _____

Address: _____

City: _____ State: _____ Zip: _____

Account #: _____ Payment Amount: _____

FORMER BANK INFORMATION

Name: _____

Routing #: _____ Account #: _____

As of ___/___/___, please stop debiting this account and start withdrawing this payment from new TAUPA Lithuanian FCU account. My new information is as follows:

CURRENT BANK INFORMATION

Credit Union Name: TAUPA Lithuanian FCU

Routing #: 211 091 934 Account #: _____

AUTHORIZATION

By signing below, I authorize you to make deposits directly to my TAUPA Lithuanian Federal Credit Union account indicated above.

Sincerely

Signature: _____

Date: