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Easy2Switch Checklist

Switching all of your accounts to First Federal has never been so easy. To make your switch easy and convenient, simply refer to the following checklist. One of our Customer Service Representatives at any of our branches will be happy to assist you. We're right here when you need us!

Caution! Please safeguard your personal information. Once you have completed the requested information do not leave it where others can see it.

- To **open your First Federal account(s)**, you will need:
 - Form 1** – Customer Account Information (included in Easy2Switch Kit)
 - A current driver's license or another type of government-issued identification
 - Your Social Security number
 - Your opening deposit.

- To **close an account with your previous bank** and transfer any remaining funds to your First Federal account(s), you will need:
 - Form 2** – Account Closing Notification (included in Easy2Switch Kit)
 - Recent bank statement with your previous account number(s) to aid in completing the form
 - To review the "Helpful Hints" located at the bottom of the form
 - To complete a separate form for each bank at which you wish to close accounts.

- To **change your payroll or other direct deposit** from your previous bank account to your First Federal account(s), you will need:
 - Form 3** – Payroll Direct Deposit Request (included in Easy2Switch Kit) and/or
 - Form 4** – Direct Deposit Request (included in Easy2Switch Kit)
 - New First Federal account number(s)
 - First Federal routing number: 324170179
 - To complete a separate form for each employer or entity that deposits to your previous bank accounts.

- To **change your Social Security direct deposit** from your previous bank account to your First Federal account(s), you will need:
 - New First Federal account number(s)
 - First Federal routing number: 324170179
 - To call 1 800 772-1213 or visit www.ssa.gov/deposit/howtosign.htm to change your direct deposit.

- To **change your automatic payment or withdrawal** from your previous bank account to your First Federal account(s), you will need:
 - Form 5** – Automatic Payment Request (included in Easy2Switch Kit)
 - Recent statement from vendor to aid in completing the form
 - New First Federal account number(s)
 - First Federal routing number: 324170179
 - To complete a separate form for each vendor that you authorize to withdraw money from your account.

- To **move your online payments** from your previous bank account to your First Federal account(s) and/or **set up FREE Web Bill Pay**, you will need:
 - Form 6** – Web Bill Pay Checklist (included in Easy2Switch Kit)
 - To sign up for First Federal's FREE Internet Banking
 - To enroll in FREE Web Bill Pay through First Federal's Internet Banking.

- To **discuss your lending needs**, you will need:
 - Form 7** – Loan Information Request (included in Easy2Switch Kit).