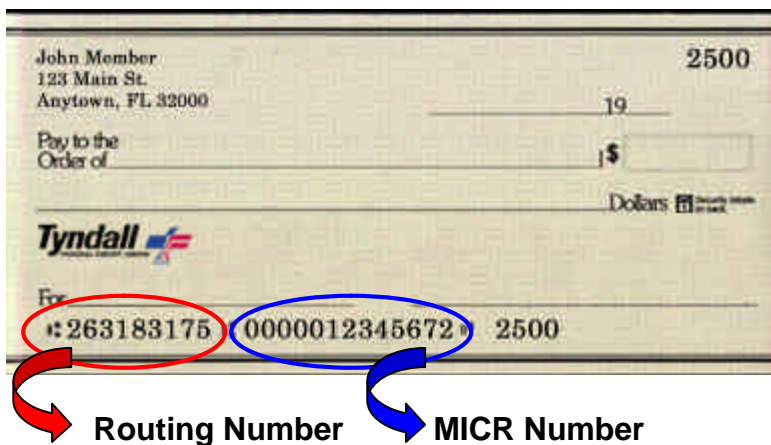


Pre-Transfer Tip Sheet

Before completing our Quick Start Switch Kit, we recommend you have the following information handy. Since many people do not have all of the required information readily available, we have provided a tool to help you gather all of the information into one place – the [Pre-Transfer Worksheet](#). Simply print and complete the Pre-Transfer Worksheet. (Note: Please be sure to shred the worksheet after you have completed all the necessary paperwork.)

- **Your new Tyndall Federal Credit Union Checking Account number (MICR number)** – This number was provided to you when you opened your Checking Account. It may also be found at the bottom of your new Tyndall Federal checks. If you do not know this number or do not have checks, please call our Switch Specialist at (850) 747-4405 or 888-896-3255, ext. 8605, toll-free. You may also log into your account through Internet Banking, select the "Messages" tab, and send us a secure message to request your MICR number.
- **Tyndall Federal Credit Union's Routing Number – 263183175**



- **The name and address of your previous financial institution** – You will also need your account numbers from that financial institution. We recommend you have your most recent account statement and your checkbook register from the account so you may balance your account prior to closing it.
- **A list of any Direct/Automatic Deposits that are regularly made to your previous checking account** – You will need the name and address of each company, as well as your account/reference number for each of those companies. The following checklist may help you keep track of companies you may need to consider:
 - Your employer(s)
 - Government deposit (Pension, Retirement, etc.)
 - Brokerage deposit (dividends, interest, etc.)
 - Child support or other court-ordered deposits
 - Transfers from other financial institutions' accounts (money market, checking, savings, CD dividends, etc.)

- Social Security deposit – **Please note:** For your **Social Security deposit(s)**, you may request the change by:
 - completing the Social Security Direct Deposit form and the Social Security Deposit/Debit Authorization form instead of using the Direct/Automatic Deposit Authorization form. Please bring the forms into any Tyndall Federal branch location and we will process them for you.
 - call the Social Security office directly at 1-800-772-1213
 - submit your transfer request on-line at www.ssa.gov/deposit/

- **A list of any Automatic Payments/Withdrawals that are regularly withdrawn from your previous checking account** – You will need the name and address of each company, as well as your account/reference number for each of those companies. Remember to also include any payments you may have authorized using your debit card from your previous account. The following checklist may help you keep track of companies you may need to consider:
 - Utilities (water, telephone, electric, gas, cable/satellite, trash, etc.)
 - Mortgage or Rent payment
 - Loans at other financial institutions (auto loan, home equity loan, credit card payments, etc.)
 - Scheduled account transfers to other credit union/bank accounts
 - Brokerage accounts – automatic investments
 - Home/Personal service payments - yard maintenance, pest control, cleaning service, cellular service, Internet service, child care, etc.
 - Insurance (home, auto, life, etc.)
 - Membership dues
 - Child support or other court-ordered payment

Keep in mind that if you have opened a joint account with Tyndall Federal and the joint account owner has a Direct/Automatic Deposit he/she would like to transfer, the joint owner must sign the required form/letter if he/she is the only authorized signer for that deposit.

Once you have completed the Pre-Transfer Worksheet, you may transfer the information to the appropriate forms and letters in the Quick Start Switch Kit. Or, if you need assistance with the process, bring the completed worksheet into any of our branch locations and a Financial Sales Representative will be happy to help.