

3535 Quakerbridge Road  
Suite 600 at IBIS Plaza  
Hamilton Twp., NJ 08619  
Ph. 609.631.4300  
Fax. 609.631.9605

## Making the Switch is easier than ever!

To prepare for a smooth transition, you will need account numbers and the routing number of the institution you are switching from. These numbers can be found on the bottom of your current checks on the MICR line.

The first set of numbers is the routing number. The second set is your account number. The third set is the check number.

111222333  
↓  
ROUTING NUMBER

4445556667  
↓  
ACCOUNT NUMBER

0987  
↓  
CHECK NUMBER

The following forms are available to print and fill out or meet with one of our Member Service Representatives for assistance.

- ❖ **Account Closing Notification**
- ❖ **Direct Deposit Notification**
- ❖ **Social Security Direct Deposit**
- ❖ **Federal Benefit Direct Deposit**



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### Account Closing Notification

Former Bank Name

Former Bank Address

#### To Whom It May Concern:

Please close my bank account(s) as described below.

#### Account #1

Name on account: \_\_\_\_\_

Account Number: \_\_\_\_\_ Type:  Checking  Money Market  Saving

Please send the balance of this account by:  Official Check\*  Wire Transfer\*

#### Account #2

Name on account: \_\_\_\_\_

Account Number: \_\_\_\_\_ Type:  Checking  Money Market  Saving

Please send the balance of this account by:  Official Check\*  Wire Transfer\*

#### Mailing Instructions for Official Check

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

#### Wire Transfer Instructions

Beneficiary's Name: \_\_\_\_\_ Receiving Account # \_\_\_\_\_

Beneficiary's Address: \_\_\_\_\_

Receiving Institution: **Hamilton Horizons Federal Credit Union** Routing Number: **231278465**

Sincerely,

\_\_\_\_\_  
Signature Date Signature (if needed) Date

This letter has been generated with the assistance of HHFCU. The routing/transit number provided is for the new account. To confirm account information, please call 1-609-631-4300. \* Former Bank may charge fees.





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**Direct Deposit Notification**

Please be advised that I've recently changed financial institutions and request that my direct deposit be switched to my new account at *Hamilton Horizons FCU*. My information is as follows:

**Account Holder Information:**

\_\_\_\_\_  
First M Last

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Phone

**Please deposit payments into the following account.**  Checking  Savings

**Hamilton Horizons** Account Number: \_\_\_\_\_ (no dashes)

**Hamilton Horizons** ABA Routing Number: **231278465**

I authorize \_\_\_\_\_ to initiate credit entries to my account at **Hamilton Horizons**. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act. If there are further questions, please call me at the number listed above. If you have any questions or need additional information, please feel free to contact me.

Sincerely,

\_\_\_\_\_  
Member Signature Date

\_\_\_\_\_  
Print Name

This letter has been generated with the assistance of Hamilton Horizons. The routing/transit number provided is for the new account and should be accepted in lieu of a cancelled check. To confirm account information, please call 1-609-631-4300.



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## Social Security Direct Deposit

The Social Security Administration does not require written instructions to change direct deposit from one account to another. Instead, a toll-free number is available for you to provide direct deposit change instructions over the telephone for faster service.

**Prepare for the call by filling in the information below.**

### Closed Account Information

### New Account Information

Bank Name: \_\_\_\_\_

Bank Name: **Hamilton Horizons FCU**

Account Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Routing Number: **231278465**

**Follow the steps below:**

**Step 1:** Call the Social Security Administration toll-free at 1.800.772.1213

**Step 2:** Ask the administrator to change your direct deposit instructions.

**Step 3:** Provide your personal identification information along with your closed account and new account information.

**Step 4:** Find out the estimated time frame in which the first direct deposit transaction will occur. Make note of that date in your records.