

Switch Kit

Kauai Government Employees
Federal Credit Union
Routing Number

3 2 1 3 7 9 9 1 5

1 Get Organized

You can open an account on one of the following:
visit our branch, visit our website at kgefcu.org/members, or
call or text us at (808) 245-2463

2 Set Up Account

When making the switch, make sure to leave enough money in
your old account to avoid overdrafts or fees.

- Set up your username and password.
- Receive and activate your debit card.
- Order checks.
- Set up direct deposit.
- Set up bill payments.
- Switch automatic payments.

3 Close Old Accounts

Please see your financial institution.

New Account Checklist

Use this guide to take notes and stay organized.

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Open an account

Come into the branch

- Bring a government issued ID
- Your membership is complete with a deposit of at least \$25 into your savings account and a
- one-time fee of just \$1.

OR **Apply online at www.kgefcu.org/members**

Receive and activate your debit card.

Open your account in the branch and you can request an instant issue debit card. Otherwise, your debit card will be mailed in 7-10 days after the account is opened.

Order checks

Visit us in the branch or order at www.ordermychecks.com

Set up direct deposit

Provide your new routing number and account number to your employer.
Account number: Log into online banking, click on the tool symbol, click on “account information” your account number will appear.

Online bill payments

Contact your billing companies or go to online banking, click on Self Service, click on Bill Pay Enrollment.

Switch automatic payments

Make a list of the sites, services, apps, etc. to which you make automatic payments, and connect them to your new accounts.

Download our App

Search for “KGEFCU” in your app store on your mobile device

Download the Switch Kit

www.kgefcu.org/switch-kit

Questions?

Email us at
aloha@kgefcu.org

call us at
(808) 245-2463



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Set Up Your Direct Deposit

Use this guide to take notes and stay organized.

Direct deposit is a free electronic transfer service you can use to send your paychecks directly to your KGEFCU checking or savings account. Learn more about the benefits and how to set one up.

Direct Deposit Benefits

- It's convenient. Eliminates the need to deposit checks in person.
- It's safer. Reduces risk of lost or stolen checks.
- It's faster. Get direct access to your money on payday.
- It's flexible. You can divide your funds across multiple accounts.

How to Set up Direct Deposit

You'll need to ask your employer for their direct deposit form and include the following: KGEFCU's routing number: 321379915

Your 10-digit checking or savings account number. It can be found in the Self Service tab of Online Banking, on your statement, and at the bottom of each check. Your checking account number will be different from your savings number.



Routing
Number

Account
Number

Check
Number

Note: You may be asked to include a voided check. If this is the case, simply write VOID across the front of check and attach to any direct deposit paperwork. If you don't have checks, we'd be happy to draft you a direct deposit letter you can give to your employer. If you get federal benefits, you can find a federal direct deposit form on the US General Services Administration website.

Download our App

Search for "KGEFCU" in your app store on your mobile device

Download the Switch Kit

www.kgefcu.org/switch-kit

Questions?

Email us at
aloha@kgefcu.org

call us at
(808) 245-2463

Direct Deposit Authorization

Fill out this form and submit it to your employer, retirement and pension funds, or any depositing agency to directly deposit to your Kauai Government Employees Federal Credit Union (KGEFCU) account.

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Notification of Direct Deposit Authorization Change

Employer Name	<input type="text"/>
Address	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone Number	<input type="text"/>
Employee ID	<input type="text"/>

Effective immediately, please deposit the net amount of my paycheck to my KGEFCU account. I authorize (name of depositor) _____
to automatically deposit funds into the account(s) below.

Please indicate the KGEFCU accounts to which you would like to deposit. Be sure to include your account number, the ABA/Routing Number is provided. You may also attach a voided check to this form from your new KGEFCU account.

<input type="checkbox"/> Checking Account #	<input type="text"/>
<input type="checkbox"/> Savings Account #	<input type="text"/>
Name	<input type="text"/>
Address	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone Number	<input type="text"/>



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Automatic Withdrawal Authorization

Fill out this form to authorize a change to any automatic withdrawals or deductions such as your mortgage company, auto insurance, and health club membership fees. Use one form for each automatic withdrawal, make copies as needed.

Notification of Automatic Withdrawal Authorization Change

To Whom it May Concern,

Name of Company

Account Number

Payment Amount

Please discontinue my automatic withdrawal from the following account:

**Old Financial
Institution**

ABA / Routing #

Account #

Please make all future automatic withdrawals from the following account:

**New Financial
Institution**

Kauai Government Employees Federal Credit Union

ABA / Routing #

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Account #

This authorization will remain in effect until I have submitted to you a new authorization, or until you have been notified by me in writing that this authorization has been changed or revoked.

Signature

Date

Name

Address

City, State, Zip

Phone Number



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Account Closure Authorization

Fill out this to authorize the closure of your account from a previous financial institution. Select how you would like to receive your remaining balance. Submit this form to the financial institution where you will be closing your account.

Notification of Account Closure Authorization

To Whom it May Concern,

Financial institution

Address

City, State, Zip

Please close my account

Account #

Primary Owner

Address

City, State, Zip

Please send the remaining balance to:

Please indicate if the remaining balance should be deposited electronically (if available) or have a check forwarded to your mailing address.

Please deposit my check to my account listed below.

ABA / Routing #

Account #

Please mail my check to my address listed below.

Signature _____ **Date** _____

Name

Address

City, State, Zip

Phone Number

