



## SWITCH KIT CHECKLIST

Print this checklist and keep it for your records and for tracking purposes.

### CHANGE ALL DIRECT DEPOSITS

Completed

Employer Direct Deposit form: See your employer for this form

Social Security: [Form](#) or call 1.800.772.1213, <http://www.ssa.gov>

Department of Veteran Affairs, 1.877.838.2778 or 1.800.827.1000, <http://www.va.gov>

Unemployment Benefits, 1.888.313.7284, <http://www.dli.state.pa.us>

Pennsylvania Child Support, 1.877.727.7238, <http://www.childsupport.state.pa.us>

### CHANGE ONLINE BILL PAYEES

Completed

If you use the bill pay service at your previous financial institution, be sure to cancel each payee and add them to your PALCO Bill Pay service. If you have not yet signed up for Bill Pay, you can do it online at [www.palcofcu.org](http://www.palcofcu.org) and clicking on the “Get Bill Pay” link.

### CHANGE AUTOMATIC PAYMENTS

Completed

If you have any payments automatically deducted for any bills, credit cards, or utilities, you will need to contact each company individually or fill out the [Automatic Payment Letter](#) and mail it.

### CLOSE ACCOUNTS AT PREVIOUS FINANCIAL INSTITUTION

Completed

Before you close your account, be sure that all checks and electronic payments that are pending have posted. Also make sure you have verified the changes listed above in steps 1, 2 and 3. You can go to your previous financial institution and close your account or you may fill out the [Previous Financial Institution Letter](#) and mail it.

### DON'T FORGET TO DESTROY

Completed

- Old Checks
- ATM card / VISA Check Cards
- Deposit Slips