



IT'S EASY TO MAKE THE SWITCH

5-Step Switch Kit Checklist



1) Open your new Altra checking online at www.altra.org or at your local Altra office.

Learn more about your account choices by visiting our website or your nearest Altra office.

2) Stop actively using the account you want to close.

As soon as possible, you should stop writing checks, initiating payments, and using your ATM/Debit Card to allow all transactions to clear and a final balance amount to be determined.

3) Establish or switch your Direct Deposit(s) to your new Altra account.

Notify your employer, or other sources that deposit funds into your old account, that you are switching your checking account to Altra. To set up direct deposit, you will need:

- Your new Altra 10-digit account number and Altra's routing number **291881216**
- The Direct Deposit Request Form
- Your employer or institution's address and phone number

Once you have this information, complete your Direct Deposit form and send it to the company(s) that makes the Direct Deposit into your account.

4) Transfer your Automatic Payments such as recurring loan payments, Internet service providers, health club memberships, etc. from your former checking account to your new Altra account. The following items will be needed:

- A copy of your latest billing statement with your billing information
- Your new Altra 10-digit account number and Altra's routing number **291881216**
- The Automatic Payments/Transfer Request Form
- Former bank account information (for canceled payments)

Once you have the necessary information to or transfer your automatic payments, complete the Automatic Payments/Transfer Request Form and send it to your biller.

5) Close your former checking account.

Once your last check, automatic deposits/withdrawals, and automatic payments have cleared, you are ready to close your former account. To instruct your former financial institution to close your account, you will need:

- Your old financial institution checking account and routing number
- Your old financial institution address and phone number

It's that EASY. Contact Altra with any questions!