



# MANCHESTER MUNICIPAL FEDERAL CREDIT UNION

*"People helping people Since 1960"*

479 Main Street - Manchester, CT 06040 - 860-649-7922

## Easy Break Up Kit

**Breaking up doesn't have to be hard.**

**Four simple steps for a smooth transition to your  
Manchester Municipal Federal Credit Union Account**

1. **Open your new MMFCU Account** online at <https://www.mmfcu.net/member-application/> or visit our office.
2. **Direct Deposit Change Request** – Complete and submit this form to your employer or contact Social Security, Pension, etc. This authorizes your employer to deposit the amount(s) you indicate into your MMFCU Account.
3. **Update all your Automatic Payments** – Log on to wherever you have automatic payments scheduled, and update the information with your new MMFCU Routing and Account Number. This may include: mortgage, loans, insurance, telephone, cable, credit cards, sewer, trash, etc. Also record your payee information for entry into your MMFCU Bill Pay.
4. **Account Closing Authorization** – Complete and submit this form to your previous financial institution. This will instruct them to send any remaining funds to you or your MMFCU account.

Lastly, **consider saving with a MMFCU Loan Refinance or Visa Balance Transfer** – Speak with our Loan Officer about your refinancing options or simply apply online at <https://www.mmfcu.net/loan-application/>

### Track Your Progress

- Open your new MMFCU Account
- Sign up for Online Banking, Mobile App, Bill Pay, Remote Deposit Capture and E-Statements
- Change your direct deposit, leaving enough funds to cover outstanding items
- Transfer any automatic ACH or debit card payments to your new account
- Close our old account



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## Direct Deposit Change Request

Change       New

### Company Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

### Individual Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

I hereby authorize the transfer of my direct deposit to my new financial institution, **Manchester Municipal Federal Credit Union**. Please accept this letter in lieu of a voided check.

### Deposit Instructions

Financial Institution: Manchester Municipal Federal Credit Union

Routing Number: 211177670

- Deposit the entire amount into account number \_\_\_\_\_.
- Deposit \$\_\_\_\_\_ into account number \_\_\_\_\_ and the remainder into account number \_\_\_\_\_.

I authorize:

- The above listed entity to initiate deposit of my funds to my MMFCU account(s).
- This notice will remain in effect until I change or cancel in writing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



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**Account Closing Authorization**

To: \_\_\_\_\_  
Current Financial Institution

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

\_\_\_\_\_  
Address

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

**Accounts**

Account Number: \_\_\_\_\_  Checking  Savings  Other

Account Number: \_\_\_\_\_  Checking  Savings  Other

Account Number: \_\_\_\_\_  Checking  Savings  Other

Account Number: \_\_\_\_\_  Checking  Savings  Other

I hereby authorize the above listed account(s) be closed. Please mail any remaining funds in these accounts to:

Me, at the above listed address

Manchester Municipal Federal Credit Union, 479 Main Street, Manchester, CT 06040

Account Number to be credited: \_\_\_\_\_

\_\_\_\_\_  
Primary Account Holder Signature                      Date

\_\_\_\_\_  
Joint Account Holder Signature                      Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**NOTE:** Prior to sending this Account Closing Authorization, please review your MMFCU account to ensure all payments and deposits have been switched to your new MMFCU account.