



**Greater Cincinnati  
Credit Union**

**DIRECT DEPOSIT  
SWITCH KIT FORM**

**USE THIS FORM TO AUTHORIZE YOUR EMPLOYER TO DIRECTLY DEPOSIT YOUR  
PAYROLL CHECK OR OTHER CREDIT TO YOUR CREDIT UNION  
SAVINGS OR CHECKING ACCOUNT.**

**Step 1**

**Complete this form.**

**Use (1) form for each separate request**

**Step 2**

**Submit this form to your employer or H/R Dept.**

**Or the originator of the credit deposit**

**TO:**  
 Employer Name: \_\_\_\_\_  
 Employer Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**FROM:**  
 Employee/Individual Name: \_\_\_\_\_  
 Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Employer ID# \_\_\_\_\_  
 Employee/Individual Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please complete one of the following:**

\_\_\_\_ Redirect My Existing Direct Deposit From My Current Financial Institution to the Greater Cincinnati Credit Union  
 -or-  
 \_\_\_\_ Establish A New Direct Deposit With the Greater Cincinnati Credit Union

The Account I Would Like My Check Automatically Deposited Into: \_\_\_\_ Savings -or- \_\_\_\_ Checking

My Credit Union Account No: \_\_\_\_\_

Credit Union A/B/A Routing No: \_\_\_\_\_ **2420-7667-2** \_\_\_\_\_

I authorize \_\_\_\_\_ and the Greater Cincinnati Credit Union to automatically deposit my check into my account listed above. This authorization will remain in effect until I have filed a new authorization or until this authorization is revoked by me in writing.

**EMPLOYEE/INDIVIDUAL SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_**