



NEW ACCOUNT CONVERSION CHECKLIST

Welcome to Carter Credit Union!

We are excited that you are becoming a Carter Credit Union member and we look forward to serving you! Below is a helpful checklist to make sure you cover all your bases when moving your accounts. Please let us know if you need any assistance and we will be more than glad to help!

Information needed at account opening

1. Two forms of identification
 - a. Primary (state-issued driver's license or ID, military ID, passport)
 - b. Secondary (social security card, voter registration card, student ID, birth certificate, credit card)
2. Current Bank Statement(s) for all accounts, review the following
 - a. List of current direct deposits with name of depositor, mailing address and phone number. (i.e. payroll deposit, social security, CD interest payments)
A direct deposit form is enclosed for your convenience.
 - b. List of current automatic drafts/debits with name of payee, account number, mailing address and phone number. (i.e. utilities, insurance, internet service provider, gym membership, etc.)

Reminder: Make certain to leave enough funds in the account to cover any outstanding checks and debits until all of these have been converted to your new account. The time of month your new account is opened will determine when the debits/credits can be converted to your new account. Attached is a Request to Close Account form for your convenience.