

SWITCH TO MHV IN 6 EASY STEPS!



1. Open your new MHV Checking Account.

Apply online or at any MHV Branch location.

2. Register for MHV's Online Banking/Mobile App and Bill Pay.

To sign up for online banking go to mhvfcu.com and select Register under the login box. Or you may download the mobile app from the iTunes App Store or Google Play Store and follow the prompts to register.

3. Switch your direct deposit and other automatic deposits.

Contact your employer or administrator of your recurring deposits to have your funds redirected to your MHV account. You will need our Routing Number and your account number (see below). You may also use the Direct Deposit Set-Up Form on page 3.

Direct Deposit Sources	
Employer/ Administrator Name	Contact Information

4. Contact companies who automatically deduct funds from your account.

This includes recurring deductions or payments such as insurance, tolls, gym memberships, etc. You will need to request that they switch the recurring deduction to your new account. Contact each company with MHV's Routing Number and the new account number you would like the funds withdrawn from.

Recurring Deductions / Payments	
Service Provider Name	Contact Information

5. Transfer your bill pay information.

Make a list of all vendors you have set up in bill pay. You will need the payee's name, address, phone number and your full account number with them. If you have any automated payments scheduled make note of the date and amount so that you can easily reschedule them. The Bill Pay Log on page 4 can help you capture the needed information.

6. Close your old account.

Once you're sure all of your checks have cleared and no transactions are pending you can officially close your old account and start enjoying your new checking account at MHV!

Routing Number: This is used to identify the financial institution. MHV's Routing Number is **221976243**

Account Number: You can find your Account Number in your account opening documents, in Online Banking or at the bottom of your checks.

DIRECT DEPOSIT SET-UP FORM

Employee Information

First Name _____ Last Name _____

Address _____

City _____ State _____ Zip _____

Employee # _____ Effective Date _____

Account Information

Financial Institution:

Mid-Hudson Valley Federal Credit Union

Routing #: 221976243

Account #: _____

Account Type: ☐ Checking ☐ Savings

image of voided check

I authorize _____ to automatically deposit my payroll check into my account listed above. This will remain in effect until I give written notice to cancel.

Thank you.

Signature

Date

BILL PAY LOG

PAYEE INFORMATION

Company _____

Address _____

City _____

State _____ Zip _____

Phone # _____

Account # _____

Payment Amt (if applicable) \$ _____

Payment Frequency (if applicable) _____

Notes _____

PAYEE INFORMATION

Company _____

Address _____

City _____

State _____ Zip _____

Phone # _____

Account # _____

Payment Amt (if applicable) \$ _____

Payment Frequency (if applicable) _____

Notes _____

PAYEE INFORMATION

Company _____

Address _____

City _____

State _____ Zip _____

Phone # _____

Account # _____

Payment Amt (if applicable) \$ _____

Payment Frequency (if applicable) _____

Notes _____

PAYEE INFORMATION

Company _____

Address _____

City _____

State _____ Zip _____

Phone # _____

Account # _____

Payment Amt (if applicable) \$ _____

Payment Frequency (if applicable) _____

Notes _____