



Account Switch Kit

Switching your account from another financial institution can seem overwhelming at first, but once you have the proper tools to guide you through the process, it's a piece of cake! This switch kit makes it easy to switch your account over to Service First Federal Credit Union. Simply follow these 4 steps to start enjoying the superior service, better rates, and fewer fees of a member owned financial institution!

1. **Open an Account at Service First** - Visit any one of our branches to open your account (addresses below.)

2. **Switch your Direct Deposits** - Complete the Direct Deposit Form to switch your direct deposits over to your Service First account. Direct Deposits may include:

- Your Paycheck
- Government Deposit
- Child Support
- Brokerage Deposit
- Other

3. **Switch your Automatic and Online Payments** – Switch your automatic withdrawals and payments to be debited from your Service First account. Complete the Automatic and Online Payment form and mail it to the company to which you make your payment. Depending on the company, you may also be able to change your information by phone or email. Contact them to update your records with your new Service First account information.

Some examples of automatic payments are:

- Utilities
- Mortgages
- Phone Service
- Loans
- Other

4. **Close Your Old Account** – After all your outstanding payments and deposits have cleared your old account, close that account and bring the remaining balance over to Service First FCU. We have provided a form that you can mail to your former financial institution.

Service First Branch Locations

Main Branch
3901 E 10th St
Sioux Falls, SD 57103
Phone (605) 336-1047

Southwest Branch
3600 S Kiwanis Ave
Sioux Falls, SD 57105
Phone (605) 357-8085

Morrell Branch
1300 Morrell Ave
Sioux Falls, SD 57103
Phone (605) 336-3775

Salem Branch
502 S Nebraska
Salem, SD 57058
Phone (605) 425-2154



Direct Deposit/Payroll Deduction Form

Date: _____

Employer: _____

Employee's Name: _____

Employee's Address: _____

City: _____ State: _____ Zip: _____

Direct Deposit (entire amount of paycheck)

Payroll Deduction (specified amount) Amount: \$ _____

Service First Account #: _____ Select One: Checking Savings

Service First FCU Routing #: 291479903

The Business Office of the above employer is hereby authorized, instructed, and empowered to deduct the sum listed above each month until notice of change or termination of the direct deposit and/or payroll deduction authorization is given at the time and in the manner specified in the agreement between the above employer and Service First FCU – Sioux Falls, SD.

Signature: _____

Date: _____

SS#: _____

*Some companies may require a voided check.



Automatic Payment Change Form

Company Name: _____

Account Number (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Please accept this notice as permission to change my current electronic withdrawal from my account at:

Financial Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

Account Number: _____

To my account at:

Service First Federal Credit Union
3901 E 10th St
Sioux Falls, SD 57103
(605) 336-1047

Service First Routing Number: 291479903

Service First Account Number: # _____

Effective Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

I hereby authorize my automatic payment to change as indicated above.

Signature: _____

Date: _____

*Some companies may require additional information, such as a voided check or deposit slip. Please verify with each company what specific information they require.



Account Closing Form

Name of Financial Institution: _____

Address: _____

City: _____ State: _____ Zip: _____

This letter serves as a request to close:

Account #: _____

Account #: _____

Account #: _____

Please accept this form as authorization to close my account(s) and send any remaining funds to:

Service First Federal Credit Union
3901 E 10th St
Sioux Falls, SD 57103

Please reference Service First account # _____ on the check.

Signature: _____

Date: _____