



## 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 10<sup>th</sup> 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