

# Make the Switch to



## What you'll need:

- AltaOne routing number: **322274462**
- Your AltaOne account number, which can be found in several locations:
  - Online Banking
  - Mobile Banking
  - Personal Check

For detailed instructions on how to locate your AltaOne Savings and Checking account numbers, view our [Direct Deposit](#) page.

## Step 1: Set Up Your Direct Deposit

- Complete a [Direct Deposit Transfer Form](#)<sup>1</sup> (below) and provide to your employer
- If your employer has an online portal, enter your AltaOne account number and routing number

## Step 2: Transfer automatic payments

- Complete an [Automatic Payment Change Form](#) and provide to each payee/biller
- If the payee/biller has an online portal, enter your AltaOne account number and routing number

## Step 3: Close your old account

- Make sure all outstanding checks and ATM/debit card transactions have cleared and direct deposits and automatic withdrawals are appearing on your AltaOne account
- Complete an [Account Closing Form](#) and submit it to your former bank

<sup>1</sup>The forms we are providing to you are generic. An employer/merchant may require separate form or other documentation.

# Direct Deposit Transfer Form



To:

Name

Company

Address

City, State, Zip Code

I would like to  Establish Direct Deposit  Change my existing Direct Deposit  
using the information below.

Employee ID Number if Applicable

Social Security Number

## Checking Account

Account Number

322274462

AltaOne Routing Number

Amount (in dollars or percentage of deposit)

## Savings Account

Account Number

322274462

AltaOne Routing Number

Amount (in dollars or percentage of deposit)

I hereby authorize  (employer/3rd party) to make these deposits  
directly to my AltaOne account(s) shown above and authorize AltaOne to accept these deposits.

Sincerely:

Member Signature

Date

Member Name (printed)

Member Phone Number

Member Address

Member Email Address

City, State, Zip Code



# Automatic Payment Change Form

To Whom It May Concern,  
 I would like to **change accounts for automatic withdrawals**. Below is the date I would like to end payments from my former account and the information you will need to begin drawing money from my new AltaOne account.

Date to Discontinue Withdrawal

Company Making Withdrawal

Company Address

City, State, Zip Code

## My Former Bank Account

Bank Name

Bank Routing Number

Account Number  Checking or  Savings

For (reason for payment)

On (date of month)

## My AltaOne Account

322274462

AltaOne Routing Number

AltaOne Account Number  Checking  Savings

Locating your routing and checking account number with a check:

⑆ 3 2 2 2 7 4 4 6 2 ⑆ ⑆ 0 ⑆ 0 0 0 ⑆ 2 3 4 5 6 7 ⑆ 0 0 0 4

Routing Number

Account Number

## Signed:

Member Signature

Date

Member Name (printed)

Member Phone Number

Member Address

Member Email Address

City, State, Zip Code

# Account Closing Form



To:

Name

Company Address

Company Name

City, State, Zip Code

I would like to **close my existing account(s)** using the information below.

## Checking Account Information

Checking Account Number

## Savings Account Information

Savings Account Number

All remaining balances should be sent to me at the address below.

Member Signature

Date

Co-signer Signature

Co-signer Name (printed)

Member Name (printed)

Member Phone Number

Member Address

Member Email Address

City, State, Zip Code



# Frequently Asked Questions



## How long until my automatic payments transition to my AltaOne account?

It depends on when your request is received by your service provider – most requests are typically processed within a few weeks.

## How will I know that my request has been received and processed?

Carefully monitor your accounts at your former bank and at AltaOne to ensure all requested automatic payments have successfully transferred. You should see the deposit or withdrawal appear on your AltaOne statement and disappear from your former bank's statement.

## What if a service provider attempts an automatic payment from my former bank account after I have already closed it?

Do not close your former account until you've confirmed that all automatic payments have successfully transferred to your new AltaOne account.

## How can I find the information I need to change a direct deposit/payment?

Contact your service provider directly if you need to collect or verify any information about your account.

## How do I change my Social Security direct deposit?

Please visit [www.godirect.gov](http://www.godirect.gov) to set up direct deposit for Social Security benefits and have your AltaOne account information ready.

