



**Dominion Energy**  
Credit Union®

## Switch Today and Save!

Visit our [website](#) to open your checking account today!

■ **Join** Dominion Energy Credit Union and open a [free checking](#) account with eStatements.

■ **Switch** your direct deposit to your new checking account (Dominion Energy's ABA routing number is 251082644).

- ☐ Paycheck
- ☐ Social Security Administration
- ☐ Child support
- ☐ Government deposits

■ **Redirect** your automatic deductions to your new checking account by setting up free Bill Payer or by notifying automatic payment vendors of your new account number.

- ☐ Utilities/cable
- ☐ Phone service
- ☐ Gym/club memberships
- ☐ Insurance (car, health, etc.)
- ☐ Car payments or other loans
- ☐ Rent or mortgage
- ☐ Online billing
  - ☐ Video streaming services
  - ☐ Satellite radio
  - ☐ Newspapers/magazines

■ **Stop** using your old account, and wait for any checks to clear. Make sure you leave enough money to cover any transactions and automatic withdrawals that haven't cleared yet.

■ **Withdraw** your money from your old bank, and deposit it into your Dominion Energy CU account by mobile deposit, by mail, or at a branch.

■ **Close** old accounts.

■ **Destroy** old:

- ☐ Checks
- ☐ Deposit slips
- ☐ ATM and debit cards

■ **Remember** to:

- ☐ Sign up for Online Banking, eStatements, Bill Pay and Mobile Banking.
- ☐ Transfer higher-rate credit cards and loans to Dominion Energy CU.
- ☐ Encourage your immediate family and household members to start saving.
- ☐ Set up automatic deposits from your paycheck into your DECU savings, checking, holiday club and more. Simply log in to your payroll system or contact your employer to get started.

	Financial Institution	Account Number	Type of Account	Date Contacted	Follow-Up Date	Item Complete
Direct Deposit						
Automatic Payment						
Credit Card Balance Transfer						

**Dominion Energy Employees:** Use My SAP Workspace.

**All other members:** To change your direct deposit, give this form to your employer. Please ask your employer if other forms or information is required.

**Please change the account for my direct deposit.**

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Date

Company Making Direct Deposit

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Company Address

City, State, Zip

**Please begin making these automatic deposits into my new Dominion Energy Credit Union account.**

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My New Bank's Routing Number

My New Account Number

**If you have any questions about this request, please call me. Thank you.**

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Name (please print)

Signature

---

Address

City, State, Zip

---

Telephone: Day / Evening (circle one)

A voided Dominion Energy Credit Union check (not a deposit slip) must be included with this request.

Send this form to your automatic payment vendors.

**Please change accounts for my automatic payments.**

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Date

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Company Making Withdrawal

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Company Address

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City, State, Zip

## TO WHOM IT MAY CONCERN:

**I have recently changed to Dominion Energy Credit Union.** You are currently withdrawing \$ \_\_\_\_\_ each month from the following account:

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My Old Bank

---

My Old Bank's Routing Number

---

My Old Account Number

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For (payment or reason)

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On (date of month)

**Please stop making withdrawals from this account** on (date: MM/DD/YY) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ and start making them from my new Dominion Energy Credit Union account.

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My New Bank's Routing Number

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My New Account Number

**If you have any questions about this request, please call me. Thank you.**

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Name (please print)

---

Signature

---

Address

---

City, State, Zip

---

Telephone: Day / Evening (circle one)

A voided Dominion Energy Credit Union check (not a deposit slip) must be included with this request.

Send this form to your current financial institution.

**Please close my account.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

☐ Checking    ☐ Savings    ☐ Other \_\_\_\_\_

**TO WHOM IT MAY CONCERN:**

**Please close the following account number:**

\_\_\_\_\_  
and send a check for the balance remaining to the address below:

Dominion Energy Credit Union  
PO Box 26646  
Richmond, VA 23261

**If you have any questions about this request, please call me. Thank you.**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Co-Signer Name (please print)

\_\_\_\_\_  
Co-Signer Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone: Day / Evening (circle one)