



Steps to switch to KEMBA

Because KEMBA Credit Union is member owned, we focus on delivering the best value to our members everyday! Making the switch to KEMBA is easy and makes solid financial sense!

These tasks will help you transition to your new KEMBA account. Complete the information on the forms included and send them to the appropriate institutions. The information provided will sufficiently satisfy and ensure proper transition to your KEMBA account(s).

Tasks	Completed
My new KEMBA Member Number (Account Number) is: _____	
Stop using your old account. Allow all outstanding transactions and checks to post. This may take 10 days or longer. Be sure to do a final balance before closing.	
Destroy any unused checks from your old account. Shred them or bring them to KEMBA and we will destroy them for you. Don't forget to destroy your old Debit/ATM card.	
Change your direct deposits. Complete the direct deposit form and submit to your employer's payroll/ HR department, the Social Security Administration, or your retirement plan. You may be asked to include a voided check or deposit slip.	
Change all automatic payments or withdrawals. You can set up your bills on MyBranch bill pay and pay directly from your KEMBA checking account or complete the form included. Don't forget, any payments that were set up using your old debit card number. Remember to update any PayPal, Passbook or Smart phone app and internet accounts with your KEMBA account information.	
Close your old account(s). Send or take the form included to your old bank. At this point they can offer you a check for the remaining balance. Access KEMBA online at www.mykemba.org . Log into your MyBranch online banking account and add payees. You can make one time payments, schedule payments, or set up re-occurring transfers.	

If you have any questions or need assistance, please contact KEMBA Credit Union at 317-351-5235 or by email at contact@mykemba.org. If you would like assistance setting up your payees for your MyBranch bill pay, we will be happy to help you!





Direct Deposit

I am switching my account to KEMBA Credit Union. Please change my direct deposit.

Name _____

Address _____

City _____ ST _____ ZIP _____

SSN _____ Phone _____

Please change my direct deposit to:

KEMBA Credit Union
444 S. Shortridge Road
Indianapolis, Indiana 46219

KEMBA Routing Number: 274074163

KEMBA Account Number: _____

Please stop making payments to:

Previous Institution: _____

Previous Account Number: _____

Effective Date: _____

I authorize this change.

Signature _____ Date _____

Please submit this form to your employer.

YOUR SAVINGS INSURED TO \$250,000 PER ACCOUNT
AMERICAN SHARE INSURANCE
accounts are not insured or guaranteed by any
government or government-sponsored agency.



Automatic Withdrawal

I am switching my account to KEMBA Credit Union. Please change my automatic withdrawal.

Name _____

Address _____

City _____ ST _____ ZIP _____

SSN _____ Phone _____

Please change my automatic withdrawal for:

Company _____
Account Number _____

KEMBA Routing Number: 274074163

KEMBA Account Number: _____

Previous Institution _____

Payment Amount _____

Please stop making payments to:

Previous Institution: _____

Previous Account Number: _____

Effective Date: _____

I authorize this change.

Signature _____ Date _____

Please send this form to any company that receives your automatic withdrawal.

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AMERICAN SHARE INSURANCE
accounts are not insured or guaranteed by any
government or government-sponsored agency.



Account Switch

Please close my account(s).

Name _____

Address _____

City _____ ST _____ ZIP _____

SSN _____ Phone _____

Please close the following accounts:

Financial Institution: _____

Account Number: _____

Account Number: _____

Account Number: _____

Please send a check for the remaining balance to:

KEMBA Credit Union
444 S Shortridge Road
Indianapolis, Indiana 46219

KEMBA Account Number: _____

I authorize this change.

Signature _____ Date _____

Submit this to the financial institutions with the account(s) that you are closing.

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