



Member Business Services Account Switch Kit

Switching your Business Account to Purdue Federal is easy.

Here is a simple checklist to help you get started.

Open your Purdue Federal Member Business Share (Savings) and Checking accounts.
Complete a Business Account Application at any branch. At account opening, you must deposit \$5 in your business share account and provide required documentation according to your business type. At account opening, you may order checks as well as request temporary checks for your new business account.

Move your direct deposit to your new Purdue Federal business checking account.
Contact your human resources department for details about moving your payroll direct deposit. You will need to provide the Purdue Federal ABA routing number (274976067) and business checking account number.

Payroll processing: Send your payroll processing form to your payroll services provider so they can begin funding your payroll from your new Purdue Federal account.

Redirect your automatic transactions (forms attached).
Move automatic payments or withdrawals such as loans and recurring bills to your new business checking account at least two weeks before the next payment is due. You will need to provide the Purdue Federal routing number (274976067) and your **14-digit business checking account number**. Also, set up online bill pay and sign up for paperless statements.

Automatic Withdrawal: If your business accepts payments made by credit and debit cards, you'll also need to contact your Merchant Credit Card Processor to switch the account into which transaction funds are deposited.

Stop using your old business account.
Stop using your old account and allow enough time—approximately 10 business days—for any outstanding checks, automatic payments and debit card transactions to clear. Destroy any unused checks, ATM and debit cards.

Close your old business checking account (form attached).
Close your old account by sending the attached completed form to your previous financial institution.

Important information:

Purdue Federal Routing Number: 274976067

Purdue Federal Member Business Checking Account Number: _____

(14 digits)

If you have questions, please visit a Purdue Federal branch, or call 765.497.3328 or 800.627.3328.



This credit union is federally insured by the National Credit Union Administration.