



Are you ready for a better banking experience?

First Community Credit Union offers a full suite of financial products and services to meet all of your banking needs!

First, open a First Community Credit Union account. You can open an account in one of three easy ways!

- Open an account online at www.myfirstccu.org.
- Call our [Customer Service Center](#) at (855) 328-2441.
- Visit your [local branch](#). Visit our website to find the branch closest to you!

Next, complete three steps using the forms included in the Switch Kit.

1. Update your Direct Deposit to your new First Community account.

To move your direct deposit to your new First Community account, complete the *Direct Deposit Change Request* form. Reroute your direct deposit, such as payroll and retirement benefits. If you can access your pay statements on your mobile device, you may be able to change your direct deposit with a few easy clicks through your payroll provider's app. You may change government benefits like social security online by visiting <http://www.ssa.gov/deposit> or by phone by calling (800) 772-1213. To make the change, use First Community's routing number, 323274238, and your new checking account number, including share id. Review the *Account Number and MICR Guide* for identifying your account number.

2. Redirect your Automatic Payments

Seamlessly transition your existing automatic payments or withdrawals to your new First Community account by completing the *Automatic Payment Change Request* form. Use this form, or contact the company withdrawing funds from your account, to update your payment information.

3. Close your Old Account

Discontinue use of your old account and continue to monitor transactions to ensure all change requests are processed. Allow enough time for final automatic payments, outstanding checks, and debit card transactions to clear. Once all pending transactions clear, send the *Account Closure Request* form to close your previous account.

Let us help you! If you'd like personal assistance in switching your account, contact us today.

Direct Deposit Change Request

Send my direct deposit to my First Community Credit Union account.

EMPLOYER NAME	PHONE NUMBER
	()
FINANCIAL INSTITUTION	ROUTING NUMBER
First Community Credit Union	323274238
ACCOUNT NUMBER IN 14 DIGIT FORMAT	___ CHECKING ___ SAVINGS

SIGNATURE	DATE

NAME _____

STREET _____

CITY, ST, ZIP _____

PHONE () _____



200 N Adams | Coquille, OR 97423 | (855) 328-2441

Automatic Payment Change Request

PAYMENT DESCRIPTION/COMPANY	ACCOUNT #
PAYMENT WITHDRAWAL DATE	PAYMENT AMOUNT
	\$
Begin using the following account for my automatic payments:	
FINANCIAL INSTITUTION	ROUTING NUMBER
First Community Credit Union	323274238
ACCOUNT NUMBER IN 14 DIGIT FORMAT	___ CHECKING ___ SAVINGS

SIGNATURE	DATE

NAME _____

STREET _____

CITY, ST, ZIP _____

PHONE () _____



200 N Adams | Coquille, OR 97423 | (855) 328-2441

Account Closure Request

I request to close the following account:

FINANCIAL INSTITUTION	
ACCOUNT NUMBER	
I hereby authorize the above-named financial institution to close my account and send the remaining balance to: First Community Credit Union, 200 N Adams, Coquille, OR 97423	
SIGNATURE	DATE

JOINT SIGNATURE	DATE
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NAME _____

JOINT NAME _____

STREET _____

CITY, ST, ZIP _____

PHONE () _____

FCCU ACCOUNT _____



200 N Adams | Coquille, OR 97423 | (855) 328-2441

ACCOUNT NUMBER GUIDE

The account number or MICR (Magnetic Ink Character Recognition) number is the account number printed on checks and used for ACH payments like Direct Deposit, for your checking account. The account number includes your membership number and share id. Using the account number when setting up direct deposit and automatic payments from your checking account will ensure funds are deposited to or withdrawn from the correct account.

Where do I find my Account Number?

Account numbers are viewable inside Online Banking for each checking account and on the bottom of your paper check. The number is 14-digits in length.

What is the format of the Account Number?

Each 14-digit Account Number begins with "1". The next three digits are the last three digits of your share id. The last 10 digits is your membership number, front filled with zeros. Examples:

Membership Number	Checking Share Id	Account Number
1234560	0001	10010001234560
9876540	0002	10020009876540

What if I need a voided check to establish direct deposit or an automatic payment, but I don't have checks?

You can use the sample below, after adding your name, address, and 14-digit account number.


NAME: _____ 1234

STREET: _____

CITY,ST,ZIP: _____ DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS



FOR _____

⑆ 3 2 3 2 7 4 2 3 8 ⑆ _____ ⑆ 1 2 3 4

First Community's
Routing Number

Enter Your 14 Digit
Account Number
100X000XXXXXX

Check
Number



Are you ready to enjoy all the features of your new First Community account?

First Community has 28 branches throughout the state of Oregon! As a member of First Community, you have access to the same products and services you are accustomed to, with better rates and lower fees.

Familiarize yourself with the products and services available to you!

Digital Banking – Online Banking is accessible from your computer browser. Mobile Banking is accessible from your mobile device, after you download the First Community app from the app store.

From Online Banking and the Mobile App, you can:

- Access card controls to activate a new card, block a compromised card, or pause your card to protect your account;
- Enroll in estatements, enabling you to access your account statement any time; and
- Apply for a loan or a new account.

From the Mobile App, you also can:

- Deposit checks with your mobile device, using Mobile Deposit; and
- View and track changes to your credit score.

Debit Card – Use your debit card for point-of-sale purchases, online purchases and ATM withdrawals. Utilize the [CO-OP ATM Network](#) to access over 30,000 ATMs, nationwide, for free!

Customer Service Center – When you need assistance, reach out to First Community’s Customer Service Center by calling (855) 328-2441. Representatives are ready to help you via phone or chat.

Online Loan Applications – Apply online today!

- Automobile Loans
- Recreational Vehicle Loans
- Home Equity Loans
- Mortgages
- Credit Cards
- Personal Loans

Insurance Services – Looking for insurance for your vehicle or home? Visit us [online](#) for a quote today!