

3. Once you have stopped using your old account, check your statements from your previous financial institution to make sure all of your checks have cleared.
4. Fill out the Direct Deposit Authorization form for each direct deposit and submit it to the appropriate payers. For Social Security direct deposits contact them at 1-800-772-1213 or see the instructions at <https://www.ssa.gov/deposit/howtosign.htm>
5. Fill out the Automatic Withdrawal Authorization form for each automatic withdrawal and submit it to the appropriate company taking automatic withdrawals, (insurance, phone, etc.). You might want to consider using DECU Bill Pay for your automatic payments. For more information regarding DECU Bill Pay email internalops@downeastcu.com or call the number below to speak with a Member Service Representative.
6. If you are currently using online bill pay at your previous financial institution, make sure these bills are current **prior** to switching to DECU's online Bill Pay.
7. Fill out the Account Closure Request form and submit it to your previous financial institution.
8. Proof of Address: If the Address on your ID is not your physical address or is different from the address you are providing to us, we will need to verify your current physical address. You must provide 2 documents that show your physical address. Utility bills, for example, will list your physical address as the "Service Address" on your invoice or statement.

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