



**Pikes Peak  
Credit Union**

## It's Easy To Switch

- 1) **Apply** for your new Pikes Peak Credit Union checking account online at [pikespeakcu.com](http://pikespeakcu.com) or at a local office. Explore all your account options by visiting our website.
- 2) **Stop** actively using the account you want to close at your current institution. As soon as possible, you should stop writing checks, initiating payments, and using your debit card to allow all transactions to clear.
- 3) **Establish** or switch your direct deposit(s) to your new account. Notify your employer, or other sources that deposit funds into your account such as government benefits, pension, transfers from other banks, that you are switching your checking account to Pikes Peak Credit Union. To setup direct deposit, you will need:
  - Your new PPCU 10-digit account number and routing number 307074836
  - The Direct Deposit Transfer Request Form
  - Your employer or institution's address and phone number

Once you have this information, complete your Direct Deposit Transfer Request form and send it to the companies that makes the direct deposit into your account.

- 4) **Transfer** your Automatic Payments such as recurring loan payments, internet, cable, gym memberships, etc from your former checking account to your new PPCU account. The following items will be needed:
  - A copy of your latest billing statement with your billing information
  - Your new PPCU account number and routing number 307074836
  - The Automatic Payment Request Form
  - Former bank account information (for canceled payments)

Once you have the necessary information to transfer your automatic payments, complete the Automatic Payment Request Form and send it to your biller.

- 5) **Close** your former checking account. Once your last check, automatic deposits/withdrawals have cleared, you are ready to close your old account. To instruct your former financial institution to close your account, you will need:
  - Your old checking account number and routing number
  - Your old institution's address and phone number

It's that easy! Contact PPCU with any questions. We are here to help!

[pikespeakcu.com](http://pikespeakcu.com)  
719-473-5962

# Automatic Payment Request Form

Fill out and send the Automatic Payment Request Form to each merchant/payee you are currently paying automatically from your old account. Don't forget to change payments that use your debit card number as well, such as an automatic payment made online.

Merchant/Payee:

Address:

City/State/Zip:

To Whom It May Concern:

You are currently withdrawing \$ \_\_\_\_\_ for the payment of my \_\_\_\_\_  
on the \_\_\_\_\_ of each month from the account listed below:

Financial Institution:

Routing Number:

Account Number:

**Please stop withdrawing from the above account upon receiving this letter and begin to withdraw from the account listed below:**

Financial Institution: **Pikes Peak Credit Union**    Account Type (check one):     Checking     Savings

Routing Number:    **307074836**    10-Digit Account Number:

If you have any questions concerning this request, please contact me.

Sincerely,

Name (Please Print):

Signature:

Address:

City/State/Zip:

Telephone Number:

Date:

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# Direct Deposit Transfer Request Form

Establish or switch your direct deposit(s) from your old account to your new PPCU checking account with this Direct Deposit Transfer Request form. Complete and send this to the companies that make the direct deposit into your account, including your employer, your retirement or pension plan, and other government direct deposits. Call 877-874-6347 or visit GoDirect.gov to set up direct deposit for social security payments.

Employer/Depositor Name:

Address:

City/State/Zip:

Telephone Number:

To Whom It May Concern:

You are currently electronically depositing funds into the following account:

Financial Institution:

Routing Number:

Account Number:

**Please stop depositing to the above account and begin depositing to the account listed below:**  
(New Account Information)

Financial Institution: **Pikes Peak Credit Union**    Account Type (check one):     Checking     Savings

Routing Number:    **307074836**    10-Digit Account Number:

Sincerely,

Name (Please Print):

Signature:

Address:

City/State/Zip:

Telephone Number:

Date:

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# Close Account Request Form

Once your last check, automatic deposits/withdrawals, and automatic payments have cleared your account, you are ready to close your old account. Print and complete this form, and mail it to your old financial institution.

Financial Institution Name:

Address:

City/State/Zip:

To Whom It May Concern:

Please close account number \_\_\_\_\_ and forward the remaining funds in my account to:

**Pikes Peak Credit Union**

**1616 North Circle Drive**

**Colorado Springs, CO 80909**

**Routing Number: 307074836**

**My Pikes Peak Credit Union 10-Digit Account number is:**

**Account Type** (check one):      **Checking**      **Savings**

Thank you for your assistance.

Sincerely,

Name (Please Print):

Signature:

Address:

City/State/Zip:

Telephone Number:

Joint Owner - if applicable (Please Print):

Joint Owner Signature - if applicable:

Date:

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# Easy Electronic Ways To Change Automatic Payments

No paper, no waiting.

## 1) **Through the company's website** (most common)

Works for utilities, subscriptions, loans, insurance, etc.

Steps:

1. Go to the company's official website
2. Login to your account
3. Look for Billing, Payments, or AutoPay
4. Select Edit/Change Automatic Payment
5. Update:
  - Your Bank Account or Card
  - Payment Amount
  - Payment Date
6. Save and confirm (you'll usually get an on-screen confirmation or email)

This is the fastest and safest option

## 2) **Through your bank or credit union** (Bill Pay/ACH Control)

If the payment is pulled from your bank (ACH debit):

Steps:

1. Login to your bank's online portal or app
2. Go to Bill Pay, Scheduled Automatic Transfers
3. Find the company
4. Edit or cancel the automatic payment
5. Save changes.

Once you cancel these make sure that you set-up the necessary companies with PPCU so that your payments are not being sent through your new bank account.

## 3) **Mobile app** (if the company has one)

Many companies mirror their website features in an app.

- 1) Open app
- 2) Go to Account then Payment
- 3) Update or stop Autopay

#### 4) **Secure online form or chat**

Some companies don't allow direct edits but offer:

- A secure online form
- Live chat with an agent who can update it instantly after verification

This is still electronic and faster than email or mail.

#### **After changing automatic payments:**

- Screenshot or save confirmation
- Check the next billing cycle to be sure it processed correctly

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## **Comprehensive Checklist**

### **Housing & Utilities**

Rent or mortgage company  
Property management company/HOA fees  
Electric company  
Gas company  
Water/Sewer  
Trash/Recycling  
Internet provider  
Cable/Satellite TV  
Home phone

### **Insurance (very common to forget)**

Health insurance  
Dental insurance  
Vision insurance  
Life insurance  
Disability insurance  
Renter's insurance  
Homeowner's insurance  
Pet insurance

### **Financial Accounts**

Credit cards (minimum or full balance payoff)  
Personal loans  
Student loans  
Payday or installment loans  
Investment account contributions

### **Subscriptions & Memberships**

Mobile phone  
Streaming services (Netflix, Hulu, Disney+, etc.)  
Music services (Spotify, Apple Music, etc)  
Cloud Storage (iCloud, Google Drive, Dropbox, etc.)  
Software subscriptions (Microsoft, Adobe, antivirus, etc.)  
Gaming subscriptions (Xbox, PlayStation, Nintendo, etc.)  
News or magazine subscriptions  
Dating apps

### **Transportation**

Auto loan or lease company  
Car insurance  
Ride passes (toll roads, parking, apps)  
Public transit cards (auto-reload)  
EV charging subscriptions

### **Family & Education**

Daycare or childcare  
School tuition  
After-school programs  
College payment plans  
Online courses or learning platforms

### **Online & Miscellaneous**

Domain name registrations  
Website hosting  
PO box or mailbox service  
Storage unit  
Charitable donations (monthly)  
Professional memberships or licenses

### **Lifestyle & Wellness**

Gym or fitness studio  
Yoga/Pilates memberships  
Meal delivery services  
Grocery delivery/pickup memberships  
Therapy or telehealth services  
Meditation apps

### **Pet-Related**

Vet wellness plans  
Pet food subscriptions  
Grooming memberships  
Pet daycare/dog walker/etc.

Please note that these are just examples. There may be something that you have that is not on this list. Review the last 6-12 months of bank and credit card statements to check for any missing companies.