

Switch to TopLine

Just follow these 4 easy steps.

Step 1: Open a checking account at TopLine Financial Credit Union.

Submit a completed Membership Application to TopLine:

- By mail or in person at any of our branch locations.

Bloomington

5221 Viking Drive
Bloomington, MN 55435

Como Park

976 North Lexington Parkway
St. Paul, MN 55103

Plymouth

4190 Vinewood Lane North
Plymouth, MN 55442

Brooklyn Park

9790 Schreiber Terrace North
Brooklyn Park, MN 55445

Maple Grove (mailing address)

9353 Jefferson Highway
Maple Grove MN 55369

763-391-9494

800-626-1448

www.TopLinecu.com

Step 2: Switch your direct deposits.

Use TopLine's Direct Deposit Change Request Form. This form tells each company everything they need to know to change your direct deposit to your TopLine account. Don't forget all income sources, such as:

- Payroll
- Dividends
- Social Security
- Pension Checks

Step 3: Switch your automatic payments.

Use TopLine's Automatic Payment Change Request Form to send to each company who automatically withdraws payments from your checking account.

- Auto Loan Payment
- Cable/Satellite/Internet
- Cell Phone/Phone
- Child Care
- Credit Cards
- Home Loan/Rent
- Insurance
- Memberships/Subscriptions
- Utilities

Don't forget online bill pay, checking account automatic payments and debit card automatic payments.

Step 4: Close your old account.

Use TopLine's Account Closure and Transfer Request Form to send to your previous financial institution.

This form will inform them where to send your remaining balance.

- Don't forget to make sure all checks and automatic payments have cleared.
- Bring in your old checks, debit card and deposit slips to TopLine to shred FREE of charge.

Need help? Please call us at 763-391-9494, email Ask@TopLinecu.com or stop by any branch location. We'll answer your questions and even assist you with printing and mailing the forms.

www.TopLinecu.com | 763-391-9494 | Ask@TopLinecu.com

TopLine[®]
Financial Credit Union

Direct Deposit Change Request

Your Information: Name: _____



Financial Institution Information

Previous Financial Institution: _____ Account Number _____

Change to:

TopLine Financial Credit Union
9353 Jefferson Highway
Maple Grove, MN 55369
763-391-9494 | www.TopLinecu.com

Routing Number: **291074696**

Account Number: _____

Effective Date: _____

Signature: _____ Date: _____

Automatic Payment Change Request

Your Information:

Name: _____ Account Number _____



Company:

Name: _____ Address: _____

City: _____ St: _____ Zip: _____ Phone: _____

Change to:

TopLine Financial Credit Union
9353 Jefferson Highway
Maple Grove, MN 55369
763-391-9494 | www.TopLinecu.com

Routing Number: **291074696**

Account Number: _____

Effective Date: _____

Signature: _____ Date: _____

Account Closure and Transfer Request

Your Information:

Name: _____ Social Security Number _____



Financial Institution: _____ Account Number _____

Address _____

Change to:

TopLine Financial Credit Union
9353 Jefferson Highway
Maple Grove, MN 55369
763-391-9494 | www.TopLinecu.com

Account Number: _____

Effective Date: _____

I hereby authorize the closing of my account effective on _____, and request any remaining balance on that date to be sent to TopLine Financial Credit Union for deposit into the account shown above.

Signature: _____ Date: _____



9353 Jefferson Highway
Maple Grove, MN 55369
763-391-9494
www.TopLinecu.com
Ask@TopLinecu.com

Account Switch List

Use this checklist before closing your existing account(s) to ensure that all your automatic payments and deposits have been switched to your new TopLine account.

Previous Bank Account Number: _____

Your TopLine Account Number: _____

TopLine's Routing Number: **291074696**

Direct Deposits:

Company Name/Address	Date Notice Mailed	Switch Date (Assume 2 mo.)	Status
1.			
2.			
3.			

Automatic Payments:

(Be sure all checks/payments have cleared before closing existing account)

Company Name/Address	Date Notice Mailed	Switch Date (Assume 2 mo.)	Status
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Checks/Transactions to Clear from Old Account:

Outstanding Checks	Check Number	Check Amount	Date Cleared
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			