



Switching Your Account is Just a Click Away!



Finally, there's a simple way to switch your direct deposits and automatic payments.

Now you can easily move recurring payments and direct deposits to your Y-12 Federal Credit Union account, all with the click of a mouse. No complicated switch kits or wasting time contacting payees, just an easy process that does the work for you. With ClickSWITCH, account information is transferred quickly; it's automated, convenient and takes as little as 10 minutes.



Simply Follow These Steps to Start the Secure Process!

1. To get started call us at 865.482-1043 or visit a branch.
2. Login at: <https://12fcu.clickswitch.com/> and enter the SwitchTRACK code provided by us to login.
3. Select which direct deposits and automatic payments you'd like to switch and begin the switching process.
4. Click on your desired tab and follow the instructions to create and submit your switches.

### Automated Payments

An automated payment (or ACH) is a regular, ongoing payment that is initiated from your bank account, such as a monthly insurance bill, utility payment or automobile loan payment. Use the checklist on the back of this page to organize the transfer of your automatic payments to your new account.

### Direct Deposit Checklist

A direct deposit is any payment that you receive from a person or organization directly into your account. These include payroll direct deposits, government direct deposits (Social Security, Disability, etc.) and dividend direct deposits from investment accounts. Use the checklist on the reverse side of this page to organize the transfer direct deposits to your new account.

### Additional Capabilities

#### **SwitchTRACK Code**

Use for login, tracking switch activity and completing switch process.

#### **Switch Assist**

Allows you to login to your old financial institution to access your existing account, see recurring payments and switch those accounts over to your new or existing account.

#### **Easy Set-up**

Account data will be automatically populated into the ClickSWITCH portal. Just click on which billers you'd like to switch and ClickSWITCH takes care of the rest, sending completed account switch forms and a copy of a voided check directly to billers.

#### **Switch Status**

Enables you to easily track payments you want to transition to a new account.

#### **Switch Summary**

The ClickSWITCH portal allows you to view a listing of all switches currently in progress and details regarding each switch. The Switch Summary will also let you know if additional action is needed from you and confirm when a switch has been successful.

#### **Account Closure**

Easily initiate closure for previous external accounts once the switch process is complete.

**Y-go anywhere else.**  
**Y12fcu.org**



Automated Payments Checklist

Electric  
Gas  
Water  
Telephone  
Mobile Phone  
Cable Service  
Auto Club (AAA)  
Health Club  
Credit Card  
Mortgage/Rent Payment  
Automobile Loan/Lease  
Department Store Card  
Home/Rental Insurance  
Automobile Insurance  
Life/Health Insurance  
Charitable Donations  
Other Loans  
Other

Direct Deposit Checklist

Employee Payroll  
Social Security  
Investment Income  
Retirement/Pension  
Other  
Other

**For additional  
information, contact  
us at 865.482.1040**

**Y-go anywhere else.**  
**Y12fcu.org**

