



I am a member of University Drive VAH Federal Credit Union and I **do not** currently have a Loan, Credit Card or Share Certificate.

Please refer to the following checklist to avoid disruption to your accounts on August 1, 2012.

_____ 1. Visit one of our locations (below) to open a new account:

Heinz Office
1010 Delafield Rd
Pittsburgh, PA 15215
412-822-3185

University Drive Office
Main Bldg, Ground Flr, Rm AE148
University Dr, Pittsburgh, PA 15240
412-360-1150

_____ 2. **If you are already an account holder at the VA Pittsburgh Employees FCU**, then you must only close your account with University Drive VAH FCU after changing payroll allotments or direct deposits. Please do so by July 30 (if not before).

_____ 3. **If you have a direct deposit or payroll allotment**, create your new account first at VA Pittsburgh Employees FCU (#1 above). When your account is created you will be provided with your new account numbers and routing numbers needed to provide the depositing party (ex: Mypay, Social Security, etc.).

_____ 4. **If you have any direct debits (withdrawals) set to be withdrawn monthly from your account or through a debit card**, you must notify the companies that the account information has changed (after you create your account at VA Pittsburgh Employees FCU (#1 above)).

_____ 5. Once your account has been created at VA Pittsburgh Employees FCU and all processes (deposits, withdrawals, etc. have been changed), close your account with University Drive VAH FCU once your deposit is made into the new account at the VA Pittsburgh Employees FCU or no later than **COB July 30**.

Thank You for your patience and cooperation during this time!



*Member connected,
once a member always a member,
"not for profit, not for charity, but for service."*

