

Victoria Teachers Credit Union makes it simple to switch from another financial institution, so you can get on with more important things.



open your account

Now that you have opened your Victoria Teachers Credit Union account you are ready to switch your banking to us. The Credit Union's BSB number is **704-191** and your Member number has already been provided to you. You will need this information to proceed further with switching.



set up your access facilities

Visa Debit Card

If you have applied for a Visa Debit Card, your card will be mailed to you within seven days from the time of application.

Internet Banking and Phone Banking

To register for Internet Banking and Phone Banking, please call one of our friendly Member Service Consultants on **1300 654 822**.



transfer your salary

Notify your employer to deposit your salary into your Victoria Teachers Credit Union account. Complete the **Salary Crediting Authority** form and forward it to your Business/Finance Manager or Payroll Officer.



transfer your regular payments to your Victoria Teachers Credit Union account

Contact your previous financial institution and ask for a list of your regular payments (*Direct Debits and Direct Credits*). They will provide you with details of all the regular payments made to and from your transaction accounts for the last 13 months.

To re-establish your regular payments, contact each debiting and crediting organisation and ask them to change your account details or complete and send a **Direct Debit Transfer** form (*for each Direct Debit*) or a **Direct Credit Transfer** form (*for each Direct Credit*). These forms are available on our website www.victeach.com.au.

Note: The list from your previous financial institution will not provide you with details of any regular payments set up on your Credit or Debit Cards. You can usually obtain this information from your previous financial institution's statements or by using their internet banking facility.

For assistance with notifying the debiting and crediting organisations of your new arrangements, contact a Member Service Consultant on **1300 654 822**.



close your account at your previous financial institution

Once you have successfully re-established your Direct Debits and Credits to your Victoria Teachers Credit Union account complete a **Close Your Account** form and send it to your previous financial institution.

tips

- Ensure you have sufficient funds in your old account to meet any outstanding payments, Direct Debits or cheques presented until all payments have been re-established.
- Contact the debiting or crediting organisation if a payment does not appear on your Victoria Teachers Credit Union account when you expect it to.
- Note all BPAY and External Funds Transfer details from your previous financial institution's internet banking facility prior to closing your account. This makes it easier to set up new BPAY and External Funds Transfer payments from your Victoria Teachers Credit Union account.

common direct credits

- Salary.
- Government Benefits.
- Share Dividends.
- Investment Property Income.
- Medicare/Health Insurance Refunds.

common direct debits

- Home Loan Repayments.
- Personal Loan Repayments.
- Car Loan Repayments.
- Rent Payments.
- Council Rates.
- School/University Fees.
- Car Insurance.
- Health Insurance.
- Home & Contents Insurance.
- Life/Income Protection Insurance.
- Childcare Payments.
- Home/Mobile Phone.
- Electricity Account.
- Gas Account.
- Internet Service Provider.
- Gym Memberships.
- Toll Road Fees.
- Newspaper/Magazine Subscriptions.
- Online Subscriptions.
- Charitable Donations.

Credit Union of the Year

