

## Welcome to cPort!

We know that switching your accounts can be a daunting task, so we are here to help walk you through the process. In just a few steps, you will enjoy all of the benefits of being a member at cPort Credit Union!

Before you get started, we recommend that you balance your current account and leave enough money in it to cover any outstanding transactions and upcoming automatic payments.

### 1 Open your account.

You can open your account:

- At one of our branch locations in Portland, Augusta, or Scarborough
- Online at [cportcu.org](http://cportcu.org)

### 2 Log in to Online Banking.

Click "Enroll now!" at [cportcu.org](http://cportcu.org) and create your username and password. Also, download the cPort Mobile app on your smartphone!

### 3 Set up direct deposit.

If your employer does not have a preferred form, **use ours**. You can also set up any government or brokerage deposits into your cPort account.

### 4 Switch your automatic payments.

You can do this directly with your payees online or by phone.

### 5 Close your old account.

Account closure requests need to be in writing, so **here is a form you can use**. Be sure to destroy your old checks and debit cards (we are happy to shred them for you at one of our branches).

### 6 Enjoy some free ice cream!

Now that you have made the switch, we will get you started with your debit card, checks if you want them, and any account protection options you might want. As a member, you can stop into one of our branches anytime for a free ice cream sandwich!

#### Be sure to have handy:

- Your valid photo ID
- Your Social Security Number
- Your \$5 membership share deposit
- In branch: If your current address is not listed on your ID, bring proof of address with you (like a utility bill).

#### Remember to switch these payments:

- Gas or oil
- Electric
- Phone service
- Water district
- EZ Pass
- Student loans
- Credit cards
- Cable
- Gym membership
- iTunes, Netflix, Amazon, etc.
- Insurance
- Loans
- Mortgage
- Account transfers to other bank accounts

If you have any questions along the way, let us know! We are here to help. Call us at 1-800-464-0253, email [info@cportcu.org](mailto:info@cportcu.org), or send us a secure message through Communications Center in online banking once you have logged in.

## Direct Deposit Authorization

You can use your keyboard to fill out this form, or you can print the form and complete it by hand.

<b>Name:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
<b>City, State, Zip:</b>	<input type="text"/>
<b>Primary Phone Number:</b>	<input type="text"/>
<b>Company or Employer Name:</b>	<input type="text"/>
<b>Address:</b>	<input type="text"/>
<b>City, State, Zip:</b>	<input type="text"/>
<b>Phone Number:</b>	<input type="text"/>

**Please deposit the net amount of my check to my cPort Credit Union account as indicated below:**

<b>Effective date:</b> <input type="text"/>	<b>Routing Number:</b> 211288239	<b>Account Number:</b> <input type="text"/>
<b>Account Information</b> cPort Credit Union PO Box 777 Portland, ME 04104 1-800-464-0253	<b>Account Type:</b> <input type="checkbox"/> Checking (Check one) <input type="checkbox"/> Savings	<b>Deposit amount:</b> <input type="checkbox"/> Full check amount (Check one) <input type="checkbox"/> Partial check amount \$ <input type="text"/>

Your checking account number is the 13 digit number at the bottom of your checks or listed in Account Center in Online Banking. Your savings account number is your member number.

**I hereby authorize my direct deposit to be made to my cPort account.**

<b>Signature:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>
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## Account Closure Authorization

You can use your keyboard to fill out this form, or you can print the form and complete it by hand.

Name:

Address:

City, State, Zip:

Primary Phone Number:

### To Whom It May Concern:

Please close my account as indicated below:

Financial Institution:

Address:

City, State, Zip:

Account Number:

### Please send the remaining balance by:

(Check one)

Check to the address listed above

Deposit to my cPort Credit Union account

Routing Number: 211288239

Account Number:

Account Type:  Checking  Savings  
(Check one)

Your checking account number is the 13 digit number at the bottom of your checks or listed in Account Center in Online Banking.  
Your savings account number is your member number.

*I hereby authorize the closure of this account. I certify that all direct deposits and automatic payments have been stopped.*

Primary Signature:

Date:

Joint Signature:

Date: