

YOUR COLUMBIA-GREENE/SUNMARK ACCOUNT CONVERSION CHECKLIST

Your Columbia-Greene Credit Union account will officially convert into a Sunmark account on February 1, 2021.

Below are the top 5 actions you need to take (depending on your account), to ensure a smooth transition:

1. Update Your Direct Deposit

Beginning February 1, please notify your payroll department of your new account information.

Information you're likely to need to provide includes the following:

- Your social security number
- Sunmark's Routing & Transit Number: **221379824**
- Your new Sunmark account number (if depositing into your new Sunmark savings account)
- Your personal MICR number (if depositing into your new Sunmark checking account)

2. Activate Your Sunmark Debit Card

As soon as you receive your new Sunmark debit card, you may activate it and establish a new PIN.

You may begin using your new Sunmark debit card on February 1.

Please note, you will not be able to use your Columbia-Greene Credit Union debit card after 11AM on January 29.

3. Sign Up for Online Banking & Download the App

Beginning February 1, you can begin using Sunmark's Online and Mobile Banking. You can **log in at www.sunmark.org** by using your new Sunmark account number as your username and the last four digits of your social security number (SSN) as your password. **Don't forget to download our app to your smartphone!**

4. Start Using Your Sunmark Checks

Beginning January 30, checking account holders will need to **begin using their new Sunmark checks**. Please **safely destroy your Columbia-Greene Credit Union checks** or bring to any Sunmark branch to be shredded securely.

5. Make Your First Loan Payments

Here's how to make a payment beginning February 1:

- Mailing a payment to:
Sunmark Credit Union, PO Box 16370, Albany, NY 12212-6370
- Visiting any Sunmark branch
- Calling 866-SUNMARK
- Logging into Online Banking
- Paying Online:
Visit www.sunmark.org and click on "Make a Loan Payment" to get started.

Any automatic payments of Columbia-Greene Credit Union loans will occur as normally scheduled. No action is required.



866-SUNMARK

www.sunmark.org/cgcu

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