



SUMMARY

Requesting checks may be done through the Check Services Widget within the online banking system. Here's how...

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HOW TO REQUEST A CHECK

Computer Version

LOGIN TO YOUR SFFCU ACCOUNT

- Click the **More icon**. A menu will appear with multiple options. Click the **Widget Options** (gear) icon.
- A **Settings** screen appears. If you have not selected the **Check Services** widget as an option, it will appear as **Available** to add at the bottom of the screen. Click **Add**.
- Click the **Star** next to Check Services. It will add the widget as a “favorite” along the left-hand side.

REQUEST YOUR CHECK

- Click the **Check Services** widget and complete your check request by selecting the **From Account** to withdraw the funds, the **Address** you want the check sent to and the **Amount** needed. Click **Submit**.
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