

Fort Bragg Federal Credit Union's

Hassle Free Switch Kit

Switching financial institutions doesn't have to be difficult. We've helped a lot of members make the switch and we can help you too.

Stop by or give us a call. Our friendly Member Services Representatives will open your new account and help walk you through the three easy steps of switching to our service.

✓ **Step 1: Get started**

- ▶ Open your account at any of our branches.
- ▶ Your Member Services Representative will give you a card with your account number and credit union routing number on it. Hang on to this card...you'll need it later.
- ▶ You're ready to go - start making deposits to your new account

✓ **Step 2: Move transactions to your new account**

- ▶ Destroy checks, ATM/debit cards and deposit slips from your old bank.
- ▶ Let outstanding checks or automatic withdrawals clear; leave enough money in your old account to cover them. This process might take a few weeks or more.
- ▶ Tell your employer to change your direct deposit to Fort Bragg Federal Credit Union (you can use the enclosed form letter and we can help you fill it out.)
- ▶ Contact anyone other than your employer who makes deposits into your account to find out how to request the change.
- ▶ Inform anyone that makes automatic withdrawals from your account that you have switched (there's also a letter for this and we help you with it too); they will need one of your new deposit slips or a voided check. These transactions go through a banking system call the Automated Clearing House, or ACH.
- ▶ Cancel automated payment services, such as bill-paying by phone, PC or by contacting your old financial institution. We can help you get set up on our automated plan.
- ▶ Switch charges automatically billed to your old debit card to your new account.

✓ **Step 3: Close your old account**

- ▶ Ask your old financial institution to close your account and send you a check for the balance; make sure all outstanding transactions on your previous account have cleared.

Fort Bragg Locations:
Bastogne Drive
Hefner Plaza

Fayetteville Locations:
1638 Skibo Road
6300 Ramsey Street
7840 Raeford Road



910.864.2232 ★ 1.800.793.2328 toll free

www.fortbraggfcu.org

Fort Bragg Federal Credit Union

Switch Kit - Close Account

Fort Bragg Federal Credit Union

Switch Kit - Change Direct Deposit

Fort Bragg Federal Credit Union

Switch Kit - Change Withdrawal

Date

Date

Date

Financial Institution's name

Employer/Depositor's name

Name of company making automatic withdrawals

Address

Address

Company address

City, State, Zip

City, State, Zip

City, State, Zip

To Whom It May Concern:

To Whom It May Concern:

You are currently depositing my **entire paycheck/part of my paycheck** (circle one) to the following account:

To Whom It May Concern:

You are currently withdrawing \$_____ (amount) from my account _____ (number), for _____ (reason), on _____ (date of withdrawal) from the following account:

Please close my account _____ (account number), and send a check for the remaining balance to me at the address below.

Old Financial Institution

Old Financial Institution

If you have any questions regarding this request, please contact me during the **day/evening** (circle one) at () _____(ph).

Bank Routing Number

Bank Routing Number

Thank you.

Account Number

Account Number

Sincerely,

Please stop making deposits to that account and make the same deposits to:

Fort Bragg Federal Credit Union

Please stop taking withdrawals from that account and take them from:

Fort Bragg Federal Credit Union

Primary Member Signature

New Financial Institution

253175737

New Financial Institution

253175737

Joint Member Signature (If applicable)

Bank Routing Number

Account Number

Bank Routing Number

Account Number

Primary Name (Please Print)

If you have any questions regarding this request, please contact me during the **day/evening** (circle one) at () _____(ph).

If you have any questions regarding this request, please contact me during the **day/evening** (circle one) at () _____(ph).

Co-Signer Name (Please Print)

Thank you.
Sincerely,

Thank you.
Sincerely,

Address

Signature

Signature

City, State, Zip

Signature

Signature

Name (Please Print)

Name (Please Print)

Address

Address

City, State, Zip

City, State, Zip