

# Simple Switch Kit

Everything you need to switch your account  
to STAR Credit Union is inside.



# Simple Switch Kit – Checklist

We' ve made it easy to switch your account to STAR Credit Union. Just use this step-by-step checklist to help you make the switch!

1. **Open** your STAR Credit Union checking account. Don' t forget to:
- Order checks.
  - Order a *free* STAR Debit Card.
  - Sign up for *free* Electronic Teller Online Banking – it' s available 24 hours a day at [www.starcu.org](http://www.starcu.org)
  - Enroll in Online Bill Pay at [www.starcu.org](http://www.starcu.org)

2. **Stop** using your old checking account. Make sure to leave enough money to cover any outstanding checks, debit card transactions and scheduled bill payments.

3. **Switch** your automatic and direct deposits by using the **Authorization to Change Direct Deposit** form.

<input type="checkbox"/> Employer Deposit	<input type="checkbox"/> Brokerage Deposits
<input type="checkbox"/> Government Deposit	<input type="checkbox"/> Child support or court ordered deposits
<input type="checkbox"/> Social Security Administration	<input type="checkbox"/> Other:

4. **Switch** your automatic payments and withdrawals using the **Authorization to Change Automatic Withdrawal** form.

<input type="checkbox"/> Mortgage / Rent	<input type="checkbox"/> Auto
<input type="checkbox"/> Association Fees	<input type="checkbox"/> Club / Membership Dues
<input type="checkbox"/> Internet Service	<input type="checkbox"/> Cable TV / Satellite
<input type="checkbox"/> Investments	<input type="checkbox"/> Credit Cards
<input type="checkbox"/> Utilities (Electric, Gas, Water)	<input type="checkbox"/> Phone / Cell Phone
<input type="checkbox"/> Online Billing	<input type="checkbox"/> Other:

5. **Close** your old checking account using the **Authorization to Close Account** form. Make sure that all outstanding items have cleared your account and you have switched all direct deposits, automatic payments and withdrawals, and online bill payments.

6. Additional options to consider:
- Refinance your auto loan to STAR Credit Union.
  - Borrow against your home' s value with a Home Equity Loan.
  - Apply for a STAR Credit Card.

Have questions or need help? Call us at 361-242-7827 or 877-827-9196.



# Authorization to Change Direct Deposit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

To Whom It May Concern:

This letter is to inform you to change my Direct Deposit to my account with STAR Credit Union.

Previous Direct Deposit Information:

Old Financial Institution: \_\_\_\_\_

Previous Routing Number: \_\_\_\_\_

Previous Account Number: \_\_\_\_\_

New Direct Deposit Information:

Financial Institution: STAR Credit Union  
10429 Leopard St  
Corpus Christi, TX 78410-1933

Routing Number: 314978598

Check Account Type:  Savings or  Checking

Account Number: \_\_\_\_\_

If you have any questions, please call me at (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Signature of Account Holder

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Employee ID (If Required)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code



# Authorization to Change Automatic Withdrawal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

To Whom It May Concern:

You are currently withdrawing \$\_\_\_\_\_ (amount) on a \_\_\_\_\_ (when) basis for my \_\_\_\_\_ (what payment is for) from:

Old Financial Institution: \_\_\_\_\_

Previous Routing Number: \_\_\_\_\_

Previous Account Number: \_\_\_\_\_

or

Previous Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Please discontinue withdrawals from this account and (check one):

Begin withdrawals from my account at:

**STAR Credit Union**

10429 Leopard St

Corpus Christi, TX 78410-1933

**Routing Number:** 314978598

Account Number: \_\_\_\_\_  Savings or  Checking

Begin withdrawals from my STAR Credit Union MasterCard:

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVV: \_\_\_\_\_

I will use STAR Credit Union's Online Bill Pay service to make my future payments.

If you have any questions, please call me at (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip



# Authorization to Close Account

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Institution Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

To Whom It May Concern:

Please close the following accounts:

Account # _____	<input type="checkbox"/> Savings	<input type="checkbox"/> Checking	<input type="checkbox"/> Other: _____
Account # _____	<input type="checkbox"/> Savings	<input type="checkbox"/> Checking	<input type="checkbox"/> Other: _____
Account # _____	<input type="checkbox"/> Savings	<input type="checkbox"/> Checking	<input type="checkbox"/> Other: _____
Account # _____	<input type="checkbox"/> Savings	<input type="checkbox"/> Checking	<input type="checkbox"/> Other: _____

And send a check for the total amount to:

My new account at:  
**STAR Credit Union**  
PO Box 10324  
Corpus Christi, TX 78460-0324  
Account Number: \_\_\_\_\_  Savings or  Checking

My address listed below:  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City State Zip

If you have any questions, please call me at (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature



# Credit Union Information

## Branch Locations

10429 Leopard St  
Corpus Christi, TX 78410-1933

ATM & Night Drop Available

5262 S Staples St Ste 100  
Corpus Christi, TX 78411-4100

ATM & Night Drop Available

3022 Buffalo St  
Corpus Christi, TX 78408-3607

ATM Available Summer 2007

## Other ATM Location

2606 Hospital Blvd  
Corpus Christi, TX 78405-1804

Located inside Christus Spohn  
Memorial Hospital Main Entrance

## Call Us

Main Number .....361-242-7827  
Toll Free .....877-827-9196  
Teller Link Telephone Banking.....361-242-7827 opt 1  
Member Services.....361-242-7827 opt 2  
Loan Department.....361-242-7827 opt 3

## Fax Us

Main Fax .....361-241-6207  
Loan Fax.....361-241-6378  
Accounting Fax.....361-241-6323  
Staples Fax.....361-986-8679  
Buffalo Fax .....361-881-8890

## Email and Online

Email ..... [members@starcu.org](mailto:members@starcu.org)  
Website ..... [www.starcu.org](http://www.starcu.org)

