

# Thinking about switching Checking Accounts?

*Check Out ALL You Need to Know with our Switch Kit!*

## Existing Direct Deposit Change Request

- Use this form if you would like to change an existing direct deposit from your old financial institution to your Section 705 FCU account.
- Examples of direct deposit might be: employer, government deposits, transfers from other financial institutions, investment dividends, child support or court-issued deposits, etc.

## Setup New Direct Deposit

- Send written notices to setup direct deposit with any new companies or individuals.
- Section 705 FCU's Routing Number: 265 274 503
- To Change Social Security Deposits:
  - To change Social Security deposits, visit [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm).
  - OR call the Social Security Administration at: 1-800-772-1213 (TTY 1-800-325-0778)

## Automatic Payments Cancellation

- Send written notices to companies who automatically take payments from your checking account (utilities, mortgage, insurance, brokerage, credit cards, internet service providers, transfers to other banks, child support/ court payments, etc.) notifying them that you are closing the account.

## Automatic Payments Transfer Authorization

- Send this form to companies notifying them that you want to transfer existing automatic payments from your previous financial institution to Section 705 Federal Credit Union.

## Setup New Automatic Payments

- Send a notification to companies in order to setup new automatic payments.

## Verify that your direct deposits and automatic payments have been posting to your new Section 705 account.

## Account Closing Request

- Send written notice to your old financial institution informing them you are closing your account.



**Have a question? Contact us and we will walk you through the process.**

**337-232-8450**

**[www.section705fcu.org](http://www.section705fcu.org)**

**Fax: 337-232-2786**



# Checking Account Switch Kit: Automatic Payment Transfer

**Use this form to notify companies/ organizations that you are closing the account and would like to stop automatic payments.** Typically, you will need to give the merchant two weeks of notice. Please, mail, fax, or hand deliver this form. (Refrain from emailing this form. Email is not a secure method of sending confidential information.)

*The following are common companies you might have setup automatic payments with: utilities, mortgage, insurance, brokerage, credit cards, internet service providers, child support or court issues payments, etc.)*

**To:** \_\_\_\_\_  
Company You Would like to Cancel Automatic Payments

**Account Number:** \_\_\_\_\_  
Account Number with the Above Company

I currently have my \_\_\_\_\_ payment automatically withdrawn from my Checking/Savings  
Name of Vender

Account Number: \_\_\_\_\_ at \_\_\_\_\_  
Account Number Bank or Credit Union

on the \_\_\_\_\_ of the month.  
(1<sup>st</sup>, 15<sup>th</sup>, etc.)

I would like to transfer these monthly transactions to my new financial institution, Section 705 Federal Credit Union, and submit this letter as written notification of that intention. I understand I need to give you at least two weeks notice prior to the next schedule transaction.

Therefore, I expect my last transaction to be the one date: \_\_\_\_\_ and the first one from  
Date of Last Transaction

Section 705 Federal Credit Union to be dated: \_\_\_\_\_  
Date of Next Transaction

Thank you for your prompt attention to this request. I have enclosed an Authorization for Automatic Payment that includes the information necessary for you to begin withdrawals from my Section 705 Federal Credit Union account.

**Your Name:** \_\_\_\_\_

**Your Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone Number (Daytime):** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Secondary Signature (If Joint)

\_\_\_\_\_  
Date