

# 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: Setup NEW Automatic Payment

**Please Check with the Company/Organization to See if They Prefer for You to Use Their Form Over Ours!** If it is acceptable to use our form, mail, fax or hand deliver this form to notify the company/organization that you would like to switch your direct deposit to your Section 705 FCU Account. (Refrain from emailing this form. Email is not a secure method of sending confidential information.)

**Common Automatic Transfers might include:** Car Insurance, Electronic Bills, etc.)

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

**Address/City/State/Zip:** \_\_\_\_\_

**Your Daytime Phone Number:** \_\_\_\_\_

**Your Social Security Number:** \_\_\_\_\_

**Please begin sending deposits to:**

*Section 705 Federal Credit Union*  
1455 West Willow Street  
Lafayette, LA 70506

**Need to Contact Section 705 FCU?**

Phone: 337-232-8450  
Fax: 337-232-2786  
[www.section705fcu.org](http://www.section705fcu.org)

Your Section 705 FCU Account Number: \_\_\_\_\_ Your Section 705 FCU Account Number      Checking \_\_\_\_\_ OR Savings \_\_\_\_\_

Vendor's Name: \_\_\_\_\_ Vendor's Name

Vendor's Bank Account Number: \_\_\_\_\_ Vendor's Bank Account Number      Checking \_\_\_\_\_ OR Savings \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Payment Amount

I (we) authorize \_\_\_\_\_ Vendor's Name to initiate variable entries to my checking / savings account.

This authorization will remain in effect until I notify \_\_\_\_\_ Vendor's Name in writing to cancel it in such time

as to afford \_\_\_\_\_ Vendor's Name reasonably opportunity to act.

I also agree that I remain obligated to pay for these services in the event that a charge to my account is dishonored, for whatever reason, and that \_\_\_\_\_ Vendor's name. retains its normal collection rights.

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date