



Welcome to FedStar Credit Union! Account Switch Kit

Switching Your Account is now Easier Than Ever!

With our simple *Switch Kit* guide, we take the worry out of changing financial institutions. Moving your accounts to FedStar Credit Union is fast, simple and convenient.

Complete the following forms:

- 1. Authorization to Transfer Funds** - Complete and submit this form to your previous financial institution. This will instruct them to transfer any remaining balances to your FedStar account.
- 2. Direct Deposit Request** - Complete and submit this form to your employer. This authorizes your employer to deposit the amount(s) you indicate into your FedStar account(s).
- 3. Electronic Payment Change Request** - Complete and submit this form to the merchants and service providers with which you have automatic payments charged from your account. This will instruct them to update your account information. This may include: Mortgages, Cable, Phone, Gym Memberships, Loans, Insurance, Internet, Gas, Electric, Water, Pest Control, Yard Maintenance, Court-Issued Payments, or Account Transfers.

If you have any questions regarding your account, please contact us by calling 979-846-7456. Visit our location at 701 Harvey Road in College Station or check us out online at www.fedstarcu.com to learn more about our products and services.

We remain steadfast in our commitment to anticipate and meet the financial needs of our members, as well as making a positive difference in their lives and the community, both today and tomorrow.

Thank you for choosing FedStar Credit Union!



Authorization to Close Account

Transfer Account Funds From

Other Financial Institution Name _____

Account Number _____

Address _____

City/State/Zip _____ Phone _____

I am transferring my account(s) to FedStar Credit Union. This written notice is my authorization to close my account your institution. I understand that I will need to make certain all checks, drafts and automatic debits have cleared before completely closing my account(s). I understand that it is my responsibility to switch any automatic debits and deposits that I have.

Instructions to Transferring Institution (check all that apply)

- Transfer all funds and close my account
- Transfer exactly \$ _____
- Transfer the funds immediately
- Transfer funds on the following date: _____
- Other: _____

Please accept this letter as my authorization to transfer funds from the above named account to:

FedStar Credit Union

701 Harvey Road, College Station, TX 77840

FedStar Credit Union Routing Number: 313178182

FedStar Credit Union Account Information

Owner Name _____

Joint Owner _____

Please send a check made payable to FedStar Credit Union and note on the check that it is for deposit to my

FedStar Account # _____ Account Type Checking Savings

Owner Signature _____ Date _____

Joint Owner Signature _____ Date _____



Direct Deposit Request

Employee Number _____

Employee Name _____

Name of Employer _____

Employer Address _____

FedStar Credit Union
701 Harvey Road, College Station, TX 77840

FedStar Credit Union Routing Number: **313178182**

FedStar Credit Union Checking Account Number: (or)

FedStar Credit Union Savings Account Number:

Payroll Number _____ Effective/Start Date _____

- Checking [ACCT #] _____ [AMT] \$ _____
- Savings [ACCT #] _____ [AMT] \$ _____
- Net Check

- Weekly
- Bi-Weekly
- Monthly
- Semi-Monthly

I hereby authorize and request the employer named above to deposit the amounts indicated to FedStar Credit Union for each payroll period beginning on the effective/start date indicated above and until further notice from me. If this is a change in a previous authorization, I instruct my employer to cancel my previous authorization and to follow this authorization.

Member Signature _____ Date _____

Please note: Your employer may require you to complete their own Direct Deposit form and/or include a voided check for the account funds will be deposited in.



Electronic Payment Change Request

Once your checking account is set up at FedStar, send this form to all companies that are automatically drafting your old checking account for mortgages, auto, insurance, and other payments.

Name of Payee/Merchant _____
Payee Merchant Address _____
Account Number _____ Amount of Payment \$ _____
Phone _____ Fax number _____

I hereby authorize and request that my electronic payment from:

Account Number _____ at _____ (previous financial institution)

Be changed to:

FedStar Credit Union
701 Harvey Road, College Station, TX 77840

FedStar Credit Union Routing/ABA # **313178182**

FedStar Credit Union Checking Account Number: or

FedStar Credit Union Savings Account Number:

I authorize this change in electronic payment effective (Beginning date of Draft) _____

Signature _____ Date _____

This form may be duplicated as needed



Final Checklist

Review these tips to ensure that you have considered every debit and credit entry to transfer to your new FedStar checking account

- Review monthly statements
List automatic drafts, direct deposits and any transactions that remain outstanding
- Update automatic drafts
Change your auto drafts to FedStar Credit Union using the Switch Kit
- Inform direct depositors of your new account
Contact payroll departments, government agencies and other pension providers and let them know you have made the switch! You can print multiple forms of the FedStar Switch Kit Direct Deposit form.
- One final check...
Make sure all transactions have cleared prior to account closure
Send the Account Closure Form from your FedStar Switch Kit
Now you are free to bank outside the box!