

Fort Bragg Federal Credit Union

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.

BRANCH LOCATIONS

4172 Hefner Drive
Fort Bragg, NC 28310

4020 Bastogne Drive
Fort Bragg, NC 28307

1650 Skibo Road
Fayetteville, NC 28303

7840 Raeford Road
Fayetteville, NC 28304

107 Brucewood Road
Southern Pines, NC 28387

BRANCH HOURS

Monday - Thursday
9:00 am - 5:00 pm

Friday
9:00 am - 6:00 pm

Saturday
(Skibo & Southern Pines Only)
9:00 am - 1:00 pm

CONTACT US

Telephone
910.864.2232 or
800.79.FBFCU (866.793.2328)
Fax: 910.487.8204

FortBraggFCU.org

Mailing Address
PO Box 70240
Fort Bragg, NC 28307

ABA #253175737



✓ **Step 1: Get started**

- ▶ Open your account online, over the phone, or at one 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 Federal Credit Union
Switch Kit - Close Account

Date

Financial Institution's name

Address

City, State, Zip

To Whom It May Concern:

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

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

Thank you.

Sincerely,

Primary Member Signature

Primary Member Name (Please Print)

Joint Member Signature (If Applicable)

Joint Member Name (Please Print)

Address

City, State, Zip

Fort Bragg Federal Credit Union
Switch Kit - Change Direct Deposit

Date

Employer/Depositor's name

Address

City, State, Zip

To Whom It May Concern:

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

Old Financial Institution

Bank Routing Number

Account Number

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

Fort Bragg Federal Credit Union

New Financial Institution

253175737

Bank Routing Number

Account Number

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

Thank you.
Sincerely,

Signature

Name (Please Print)

Signature (If Applicable)

Address

City, State, Zip

Fort Bragg Federal Credit Union
Switch Kit - Change Withdrawal

Date

Name of company making automatic withdrawals

Company address

City, State, Zip

To Whom It May Concern:

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

Old Financial Institution

Bank Routing Number

Account Number

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

Fort Bragg Federal Credit Union

New Financial Institution

253175737

Bank Routing Number

Account Number

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

Thank you.
Sincerely,

Signature

Name (Please Print)

Signature (If Applicable)

Address

City, State, Zip