

Fort Bragg Federal Credit Union's

Hassle Free 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.

✓ **Step 1: Get started**

- ▶ Open your account at any 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 Locations:

Bastogne Drive
Hefner Plaza

Fayetteville Locations:

1638 Skibo Road
6300 Ramsey Street
7840 Raeford Road



910.864.2232 ★ 1.800.793.2328 toll free

www.fortbraggfcu.org

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

Joint Member Signature (If applicable)

Primary Name (Please Print)

Co-Signer 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

Signature

Name (Please Print)

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

Signature

Name (Please Print)

Address

City, State, Zip