



Switch Kit

Welcome to Campco FCU. We're pleased you have chosen us as your new financial institution. We want to help make it as easy as possible to switch your activity from your previous financial institution. Simply follow the steps below to complete your transfer to Campco FCU.

Step 1: Open a new account with Campco

Tip: Write down the routing number and your new account number. You will need this information to change your automatic payments and direct deposits from your old account to your new Campco account.

Step 2: Stop using your old account

Tip: Keep the account open until all outstanding checks have cleared and your automatic payments and transactions have been switched over to your new Campco account.

Step 3: Switch Direct Deposits

Tip: Use our checklist to remember any direct deposits you have coming into your account. Fill out the provided form and send it to your previous financial institution.

Step 4: Switch your automatic payments

Tip: Have your new account number and routing number handy when you call to switch. If they require written notification, use our Automatic Payment Change Forms.

Step 5: Close your old account

Once all your checks have cleared your old account and your automatic payments and direct deposits are successfully transacting through your new account, close your old account. Use the included Request to Close Account form.

*"Partnering with Members to
Improve Their Lives."*

Automatic Payment Checklist

Use this checklist to organize and work through all account activity to ensure a smooth transition. This form is for your use only. There could be other items that are not mentioned below.

Who makes direct deposits to your account?

- Employer
- Company handling your retirement/pension payments
- Social Security Administration

Who withdraws automatic payments from your account?

(Transactions may be processing as automatic withdrawal or a recurring charge to your credit card/debit card.)

- | | | |
|--|--|--|
| <input type="checkbox"/> Auto Insurance | <input type="checkbox"/> Life Insurance | <input type="checkbox"/> Cable Company |
| <input type="checkbox"/> Utility Company | <input type="checkbox"/> Mortgage Loan | <input type="checkbox"/> Credit Card |
| <input type="checkbox"/> Other Loan | <input type="checkbox"/> Telephone Company | <input type="checkbox"/> Cell Phone |
| <input type="checkbox"/> Homeowner's Insurance | | |

Direct Deposits (Incoming)

Company	Date Notified	Switched (Yes/No)

Automatic Payments (Outgoing)

Company	Date Notified	Switched (Yes/No)



Automatic Payment Switch

To: _____ From: _____

For My Account: _____ Subject: **Automatic Payment Change**

Please accept this memo as notification that I have established a new account with Campco Federal Credit Union. Currently you are authorized to receive automatic payments from my existing account, which I am closing. For this reason, I am authorizing you to establish automatic payments from my new Campco Federal Credit Union account. Attached you will find a voided check from my new Campco FCU draft account.

Please change my automatic payment to:

Campco Federal Credit Union
P.O. Box 3169
Gillette, WY 82717

Campco Federal Credit Union Account # _____

Campco Federal Credit Union Routing # **302386749**

Draft Account

Savings Account

Print Name: _____ Phone Number: _____

Street Address: _____

City: _____ State: _____ Zip: _____

I authorize this charge to go into effect (date) _____

X _____
Authorized Signature

Date



Direct Deposit Switch

Name on Account: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Employer: _____

Please change my direct deposit to:

Campco Federal Credit Union
P.O. Box 3169
Gillette, WY 82717

Draft Account **Savings Account**

Campco Federal Credit Union Account # _____

Campco Federal Credit Union Routing # 302386749

Previous Financial Institution: _____

City: _____ State: _____ Zip: _____

Previous Account #: _____ Previous routing #: _____

Name (please type or print) : _____

I hereby authorize Campco Federal Credit Union to change my direct deposit. It is understood that a photocopy of this form will also serve as authorization.

X _____
Authorized Signature

Date



Request to Close Account(s)

To (current financial institution): _____

From (Accountholder): _____

Re: **Request to Close Account** _____ Date: _____

Please accept this letter as my written authorization to close the following account(s) at your financial institution. All my transactions have cleared, and I have stopped all automatic debits and credits to my account.

Please issue a check for any remaining balance and send it to my attention at the following address:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Please close the following account(s):

Checking Account # _____

Savings Account # _____

Credit Card # _____

Your prompt attention to this matter will be greatly appreciated.

I hereby authorize the closure of the accounts referenced above.

X _____
Authorized Signature

Date

