



SWITCH KIT

So easy...

What you'll do:

1. Provide us with your account information.
2. Complete the account closure form and give it to your current financial institution.
3. If you want to authorize a direct deposit, give your Human Resource Department or payroll processor the completed form.
4. If you want to authorize an automatic payment, give us the completed form.
5. We'll take care of the rest!

Any questions?

Q: Will it be a hassle to switch my direct deposits and automatic payments?

A: No. We will do everything we can to make the switch easy for you.

Q: Is there an advantage to authorize a direct deposit to my FedStar checking account?

A: Yes. By setting up direct deposit into your checking account, you will receive your first box of checks for FREE!

Q: What do I tell my old financial institution?

A: We made you an offer you couldn't refuse!



WE'RE GLAD TO HAVE YOU

Important Information

1. Some companies require the use of their own forms to initiate the switching of accounts. In order to help facilitate this change from your existing account to your new FedStar Credit Union account, we have created this switch kit to help you along in the process.
2. At FedStar Credit Union, we're making it easy for you to use us as your primary financial institution. Each form in this booklet will assist you in making the switch. Simply fill out the forms below and mail them to the appropriate entities. We have included a checklist to further assist you along the way. If you have any questions, please feel free to call a FedStar Credit Union Representative at (979) 846-7456.
3. To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that verifies the identity of everyone who opens an account. What this means for you: when you open an account we will ask your name, address, date of birth, and other information that allows us to identify you. We will also ask to see your driver's license and one other form of identifying documents (such as a Social Security Card).



CHECKLIST

Account Closure Form

Use this to inform your previous financial institution of your intent to close the account and have the funds directed to your FedStar Credit Union account.

Automatic Payment Form

If you have money automatically withdrawn from your account each month (i.e., mortgage, utility billing, insurance, etc) fill out this form and mail it to those companies.

Direct Deposit Form

If your employer offers direct deposit, simply fill out this form and give it to your Human Resource Department or your payroll processor. Make sure you attach a voided FedStar Credit Union check at the bottom of the form.

Please feel free to photocopy these forms if you need more.



Account Closure Form

Previous Financial Institution: _____

Account # to be closed	Savings or Checking	Name(s) on the account
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby authorize closure of the account(s) listed above, effective date: _____.
Please do one of the following:

1. Send a check of the remaining balance to my address shown below:

OR

2. Transfer the remaining balance to my FedStar Credit Union account:

FedStar Credit Union
Attn: Switch Kit
701 Harvey Road
College Station, TX 77840

FedStar Routing Number: **313178182**

My FedStar Account Number: _____ Circle One: Checking Savings

Authorized Signature(s): _____ Date: _____

NOTE: Be sure to have sufficient funds in your old account long enough for outstanding checks and automatic withdrawals to clear. After that, you will be able to close your old account completely.



Authorization to Change Automatic Payment

Complete and sign this form for each automatic payment you need switched. Then bring or mail the form(s) back to FedStar Credit Union and we will take care of the change. (You can make extra copies if necessary.)

I have closed my account at: (former financial institution) _____

Effective date of account closing: _____

Account Number: _____

Name(s) on the account: _____

I hereby authorize automatic payment from my new account at:

FedStar Credit Union

701 Harvey Road

College Station, TX 77840

Routing Number: **313178182**

Account Number: _____

Company to receive this form: _____

Address where payment is sent: _____

Account number with this company: _____

My name(s) and address: _____

Daytime phone number: _____

Authorized Signature(s): _____

Date: _____



Direct Deposit Authorization

Give this completed form and a voided FedStar Credit Union check to your Human Resources Department or payroll processor to have your earnings directly deposited into your FedStar Credit Union account.

Name: _____

Phone: _____

Employer Identification Number OR Social Security Number:

I hereby authorize my earnings to be directly deposited into my FedStar Credit Union account. I have attached a voided check for reference. Should you need further information, FedStar Credit Union can be contacted at (979) 846-7456. Please make this change effective on _____.

Checking Account

Savings Account

FedStar Credit Union's routing number is: **313178182**

Authorized Signature(s): _____

Date: _____

Staple Voided Check Here