

**We'll make it quick – and easy – to switch your accounts to USE Federal Credit Union. Simply use the forms in this handy SWITCH KIT to help you make the transition.**

**Step 1** Have your new USEFCU Account Numbers Handy:

Share Savings Account Number: \_\_\_\_\_

Share Checking Account Number: \_\_\_\_\_

USEFCU Routing Number: 303085609

**Step 2** Authorization to Change Direct Deposit

**Instructions:** Complete this authorization to change direct deposits to USEFCU and provide to your payroll office or any other payor who makes automatic deposits to your account.

Date \_\_\_\_\_ Employer/Depositor's Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**To Whom It May Concern:**

You are currently making direct deposits on my behalf to this account:

Former Bank: \_\_\_\_\_ Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Please discontinue direct deposits from the above account and immediately start direct deposits to my account at:

**USE Federal Credit Union**

**PO Box 44000**

**Oklahoma City, OK 73144**

**Routing Number: 303085609**

Account Number:  Savings \_\_\_\_\_

Checking \_\_\_\_\_

If you have any questions about this request, please call me at this number: \_\_\_\_\_

Thank you.

Sincerely,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Step 3** Authorization to Change Automatic Withdrawal

**Instructions:** Complete this authorization to have automatic withdrawals made from your USEFCU account. Print one authorization for each company that makes automatic withdrawals from your account.

**Remember to change any automatic payments made by debit card too.**

Date \_\_\_\_\_

Name Of Company That Makes Automatic Withdrawal \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**To Whom It May Concern:**

You are currently withdrawing \$ \_\_\_\_\_ (amount) on a \_\_\_\_\_ basis (frequency—e.g. monthly, weekly, etc.) for my \_\_\_\_\_ (type of payment) from:

Former Bank: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Please discontinue withdrawals from the above account and (choose one):

Begin withdrawals from my account at:

**USE Federal Credit Union**

**PO Box 44000**

**Oklahoma City, OK 73144**

Routing Number: **303085609**

Account Number:  Savings \_\_\_\_\_

Checking \_\_\_\_\_

Begin withdrawals from my USEFCU Visa® Platinum Card:

Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ CVV: \_\_\_\_\_

I will use USEFCU's Bill Pay service to make future payments.

If you have any questions about this request, please call me at this number: \_\_\_\_\_

Thank you.

Sincerely,

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**Step 4** Authorization to Close Account

**Instructions:** Complete this authorization to close accounts at other financial institutions and to have funds transferred to your USEFCU account. **Print one authorization for each financial institution where you have accounts.** Remember to destroy and recycle old checks and destroy your old ATM and debit cards.

Date: \_\_\_\_\_

Bank/Other Financial Institution Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**To Whom It May Concern:**

Please close my account(s) with your financial institution:

Account Numbers: \_\_\_\_\_

Account Holders: \_\_\_\_\_

ID Verification (SSN or secret account code): \_\_\_\_\_

**And send a check for the remaining balance(s) to my new account at:**

USE Federal Credit Union

PO Box 44000

Oklahoma City, OK 73144

Routing Number: 303085609

Account Number:  Savings \_\_\_\_\_

Checking \_\_\_\_\_

I have also made arrangements to discontinue the direct deposit and automatic withdrawal of funds from my account(s) with your financial institution.

If you have any questions about this request, please call me at this number: \_\_\_\_\_

Thank you.

Sincerely,

Account Holder 1 Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Account Holder 2 Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Step 5 Credit Card Balance Transfer Authorization\*

**Instructions:** To transfer other credit card balances to your USEFCU Visa® Platinum Card, fill out this form.\*  
 When finished, **FAX to 405.682.6235**

### Member Account Information

Primary Member	USEFCU Account Number	
Member Address	Visa Card Number	
City/State/Zip	Home Phone (       )	Work Phone (       )
Authorized Signature	Date	

### BALANCE TRANSFER INFORMATION

<b>1</b> Name of Issuing Bank/Institution
Address
City/State/Zip
Account Number
Exact Amount to Transfer \$

<b>2</b> Name of Issuing Bank/Institution
Address
City/State/Zip
Account Number
Exact Amount to Transfer \$

<b>3</b> Name of Issuing Bank/Institution
Address
City/State/Zip
Account Number
Exact Amount to Transfer \$

<b>4</b> Name of Issuing Bank/Institution
Address
City/State/Zip
Account Number
Exact Amount to Transfer \$

<b>5</b> Name of Issuing Bank/Institution
Address
City/State/Zip
Account Number
Exact Amount to Transfer \$

<b>6</b> Name of Issuing Bank/Institution
Address
City/State/Zip
Account Number
Exact Amount to Transfer \$

\* Balance transfer amounts are limited to the available funds of your approved credit limit amount. Transfers are considered cash advances. Therefore, finance charges will begin to accrue immediately on the transaction date. Transferred amounts cannot be from another USEFCU Visa card or loan account. Please continue making payments on your other credit card account(s) until the balance transfer is confirmed on your other institution's account statement.