

# SWITCH

PRESTO...CHANGO



Southwest Colorado Federal  
Credit Union



**PAYROLL DIRECT DEPOSIT**

DATE \_\_\_\_\_ TO EMPLOYER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_

I have recently switched my account to Southwest Colorado Federal Credit Union and would like my payroll direct deposit switched from my old account to my new account. Please find my information below to facilitate this transfer:

NAME \_\_\_\_\_ SSN \_\_\_\_\_

**OLD INFORMATION**

Financial Institution \_\_\_\_\_

Account Number \_\_\_\_\_ Checking/Savings (circle one) Routing Number \_\_\_\_\_

**NEW INFORMATION**

Please transfer my direct deposit to my new account at **Southwest Colorado Federal Credit Union** with the next payroll.

Account Number \_\_\_\_\_ Checking/Savings (circle one) Routing # **302176315**

Please contact me at \_\_\_\_\_ if you require additional information. Thank you!

Signature \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_



**AUTOMATIC DEPOSITS**

DATE \_\_\_\_\_ TO COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_

I have recently switched my account to Southwest Colorado Federal Credit Union and would like my automatic deposit switched from my old account to my new account. Please find my information below to facilitate this transfer:

NAME \_\_\_\_\_ SSN \_\_\_\_\_  
ACCT # \_\_\_\_\_ DEPOSIT AMOUNT \_\_\_\_\_

**OLD INFORMATION**

Financial Institution \_\_\_\_\_  
Account Number \_\_\_\_\_ Checking/Savings (circle one) Routing Number \_\_\_\_\_

**NEW INFORMATION**

Please transfer my next scheduled deposit to my new account at **Southwest Colorado Federal Credit Union**.

Account Number \_\_\_\_\_ Checking/Savings (circle one) Routing # 302176315

Please contact me at \_\_\_\_\_ if you require additional information. Thank you!

Signature \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_



**AUTOMATIC PAYMENTS**

DATE \_\_\_\_\_ TO COMPANY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_

I have recently switched my account to Southwest Colorado Federal Credit Union and would like my automatic payment switched from my old account to my new account. Please find my information below to facilitate this transfer:

NAME \_\_\_\_\_ SSN \_\_\_\_\_  
ACCT # \_\_\_\_\_ PAYMENT AMOUNT \_\_\_\_\_

**OLD INFORMATION**

Financial Institution \_\_\_\_\_  
Account Number \_\_\_\_\_ Checking/Savings (circle one) Routing Number \_\_\_\_\_

**NEW INFORMATION**

Please transfer my next scheduled payment from my new account at **Southwest Colorado Federal Credit Union**.

Account Number \_\_\_\_\_ Checking/Savings (circle one) Routing # 302176315

Please contact me at \_\_\_\_\_ if you require additional information. Thank you!

Signature \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_

**AUTOMATIC PAYMENT CHECKLIST**

Consult the Automatic Payment Checklist to determine which companies you need to notify that you have switched your account to Southwest Colorado Federal Credit Union. After notification, these companies should establish automatic payments from your new checking account. If you have any questions, please contact Southwest Colorado Federal Credit Union.

- |             |             |              |              |
|-------------|-------------|--------------|--------------|
| Mortgage    | Loans       | Cable        | Health Clubs |
| Investments | Electricity | Credit Cards | Internet     |
| Insurance   | Telephone   | Charities    | Cell Phone   |



**CLOSE ACCOUNT REQUEST**

DATE \_\_\_\_\_ TO FINANCIAL INSTITUTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

RE: CLOSE ACCOUNT REQUEST NAME: \_\_\_\_\_

Please close the accounts indicated below: JOINT: \_\_\_\_\_

SAVINGS/CHECKING	ACCOUNT NUMBER		APPROXIMATE BALANCE	\$
SAVINGS/CHECKING	ACCOUNT NUMBER		APPROXIMATE BALANCE	\$
SAVINGS/CHECKING	ACCOUNT NUMBER		APPROXIMATE BALANCE	\$
SAVINGS/CHECKING	ACCOUNT NUMBER		APPROXIMATE BALANCE	\$
OTHER	ACCOUNT NUMBER		APPROXIMATE BALANCE	\$

Other Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NEW INFORMATION**

Please forward the above funds to me at **Southwest Colorado Federal Credit Union, 15 Bodo Drive, Durango, CO 81303**

Please make the check payable to Southwest Colorado Federal Credit Union fbo \_\_\_\_\_

(Name)

Account Number \_\_\_\_\_ Checking/Savings (circle one) Routing # 302176315

Please contact me at \_\_\_\_\_ if you require additional information. Thank you!

Signature \_\_\_\_\_ Name \_\_\_\_\_

Joint Signer \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_



SWITCHKIT CHECKLIST/FOLLOW UP

DIRECT DEPOSITS (INCLUDING PAYROLL)

COMPANY	DATE REQUESTED	NEXT DEPOSIT DATE	STATUS

AUTOMATIC PAYMENTS (INCLUDING BILL PAY)

COMPANY	DATE REQUESTED	NEXT PAYMENT DATE	STATUS

CLOSED ACCOUNTS

COMPANY	ACCOUNT NO.	OUTSTANDING CHECKS?	STATUS

LOANS

COMPANY	DATE REQUESTED	NEXT DEPOSIT DATE	STATUS