

The **ONE** you turn to.

ALABAMA **ONE**  
Credit Union

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# SWITCH KIT

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## STEP 1: CHECKLIST

- \_\_\_\_\_ Open membership with Alabama One Credit Union.
- \_\_\_\_\_ Stop using your previous checking account. Allow time for any outstanding checks, final direct deposits and/or automatic withdrawals to clear, and make certain enough funds are available in your account to cover these transactions.
- \_\_\_\_\_ Send written notice to your direct deposit vendors (payroll, social security, certificate interest payments, etc.) of the change in your relationship. \*
- \_\_\_\_\_ Send written notice to your vendor who automatically takes your payments from your checking account (utilities, insurance companies, internet service providers, banks, etc.) that you are closing your account with the current financial institution, and provide them with your new information. \*
- \_\_\_\_\_ Send a written notice to the financial institution that you are closing the account. \*

*\*A form is available in this simple Switch Kit for this purpose.*

## STEP 2: DIRECT DEPOSIT CHANGE REQUEST

DATE: \_\_\_\_\_

To: \_\_\_\_\_  
COMPANY MAKING DIRECT DEPOSIT

\_\_\_\_\_  
COMPANY ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

**To whom it may concern:** Please discontinue sending my automatic direct deposit to the following:

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
FINANCIAL INSTITUTION

**Please begin sending the same direct deposit to Alabama One Credit Union.**

CREDIT UNION'S ROUTING NUMBER 262277189

MY CREDIT UNION ACCOUNT NUMBER \_\_\_\_\_

**If you have any questions about this request, please use my information provided below.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
PHONE NUMBER

### STEP 3: ACCOUNT CLOSING REQUEST

DATE: \_\_\_\_\_

To: \_\_\_\_\_  
NAME OF FINANCIAL INSTITUTION

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

**To whom it may concern:** Please close the following account with your institution and send a check and a copy of this form to the address provided below. Please reference the account number provided.

\_\_\_\_\_  
ACCOUNT NUMBER TO BE CLOSED

**ALABAMA ONE CREDIT UNION  
1215 VETERANS MEMORIAL PARKWAY  
TUSCALOOSA, ALABAMA 35404**

\_\_\_\_\_  
MY NEW CREDIT UNION ACCOUNT NUMBER

**If you have any questions about this request, please use my information provided below.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
PHONE NUMBER

## STEP 4: AUTOMATIC PAYMENT AUTHORIZATION

DATE: \_\_\_\_\_

To: \_\_\_\_\_  
COMPANY PULLING FUNDS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

**To whom it may concern:** I have recently switched to Alabama One Credit Union. You are currently withdrawing one a monthly basis, funds totaling \$\_\_\_\_\_ from my old account.

\_\_\_\_\_  
PREVIOUS FINANCIAL INSTITUTION

\_\_\_\_\_  
PREVIOUS FINANCIAL INSTITUTION'S ROUTING NUMBER

\_\_\_\_\_  
PREVIOUS ACCOUNT NUMBER

Please stop pulling these funds on \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/DD/YY) and begin pulling funds from my Credit Union account.

CREDIT UNION'S ROUTING NUMBER 262277189

MY CREDIT UNION ACCOUNT NUMBER \_\_\_\_\_

**If you have any questions about this request, please use my information provided below.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
PHONE NUMBER