

Switch Kit Checklist



Print this checklist and check off the boxes on your printed copy as you complete the items listed below.

Open your membership and checking account at TEXAR Federal Credit Union. You may do this by visiting any of our branch locations.

Download and mail all the necessary forms below.

Verify that all checks, check card transactions, and scheduled bill payments have cleared your old checking account.

Make certain funds are available in your old account to cover any automatic payments, checks, and check card transactions that may still be withdrawn. Check maturity dates on Certificates of Deposit if transferring in order to avoid early withdrawal penalties.

Direct Deposit Change Request

Send written notices to companies that you have direct deposit with (employer, government deposits, pension, transfers from other financial institutions, investment dividends, child support or court-issued deposits, etc.) notifying them that you want to switch your direct deposits to your new account at TEXAR Federal Credit Union.

Authorization Agreement for Direct Deposit

Send written notice to set up direct deposits with any new companies or individuals.

- To change Social Security deposits, visit: www.ssa.gov/deposit/howtosign.htm
- Or call the Social Security Administration: 1-800-772-1213 (TTY 1-800-325-0778)

TEXAR Federal Credit Union Routing/Transit number: 311989344

Authorization for Canceling Automatic Payments

Send written notices to companies who automatically take payments from your checking account (utilities, mortgage, insurance, brokerage, credit cards, internet service providers, transfers to other banks, child support or court issued payments, etc.) notifying them that you are closing the account.

Authorization for Transferring Automatic Payments

Send this form to companies notifying them that you want to transfer existing automatic payments from your previous financial institution to TEXAR Federal Credit Union.

Authorization for Automatic Payment

Send a notification to companies in order to set up new automatic payments.

Verify that your direct deposits and automatic payments have begun posting to your new TEXAR Federal Credit Union account.

Account Closing Request Form

Send written notice to your old financial institution informing them you are closing your account.