

MAKE THE SWITCH TODAY



We're committed to helping you improve your financial stability in a responsible, caring and professional manner. Our goal is to exceed your expectations!

1312 Lawrence Street . Gainesville, Texas 76240 . 940.665.1797 . 800.303.8455 . 940.665.7953 Fax
100 Kiowa Dr West Suite 104, Lake Kiowa, Texas 76240 940.665.1797 940.612.2800 Fax
418 North Union Street, Whitesboro, Texas 76273 903.564.6301 903.564.6593 Fax
100 E Woodland Street, Collinsville, Texas 76233 903.357.5007 903.487.4242 Fax
1901 S Heritage Parkway, Sherman, TX 75092 903.204.7853 903.204.7854 Fax

Switch Kit Checklist

Thank you for choosing 4U Credit Union. We are committed to making certain that your transition is a smooth one. The five easy steps below will guide you through the process of switching your accounts to us.

Step 1

Get Organized

In Step 1, you will:

- Gather all pertinent information about your existing account.
- Review your last few statements and note all automatic payments. (Remember to leave sufficient funds to cover any outstanding checks or pending automatic payments.)

Step 2

Move Your Direct Deposit & Automatic Payments

In Step 2, you will:

- Prepare to move your direct deposit by completing the Direct Deposit Transfer Letter. *Note: you may be asked to fill out an additional form by the party making the direct deposit.*
- To transfer social security direct deposit, you can either call Social Security Administration at 1-800-772-1213 or go to www.ssa.gov/deposit/howtosign.htm
- Set up new automatic payments. You can use our Automatic Payment Transfer Letter or consider our Home Banking product with Free Bill Pay as an alternative that gives you more control over your money. (If you're setting up more than one automatic payment, print or make additional copies of the Automatic Payment Transfer Letter for each automatic payment.)

Step 3

Close Your Old Account

In Step 3, you will:

- Confirm all checks have cleared and all automatic payments have been made.
- Complete the Account Closure Request Letter and send it to your old bank. (Remember that some financial institutions may require you to fill out additional forms.)
- Destroy any unused checks, ATM/debit and credit cards, and deposit slips associated with your old accounts.
- Start using your 4U Credit Union account exclusively.

Step 4

Keep Copies For Your Records

In Step 4, you will:

- Remember to keep a copy of all documents, letter and forms for your personal records.

Step 5

Transfer Other Accounts

In Step 5, you will:

- Consider making your financial life less complicated by transferring other accounts to 4U Credit Union. Transfer your credit card balances to 4U Credit Union Visa Credit Card. Consider one of our share certificates with competitive interest rates. With all of your funds in one place, your banking will be easier.
- Call us at 940-665-1797 or toll free at 1-800-303-8455, visit us on-line at www.4ucu.org or drop by any of our offices, and we'll be happy to assist you.

Thank you again for choosing 4U Credit Union!

Direct Deposit Transfer Letter

Complete and sign this form for every party (i.e. employer, vendor) initiating a direct deposit to your account. Then, give this signed form, along with a voided check from your new 4U Credit Union account, to the party making the direct deposit.

Establish Direct Deposit

Change my existing Direct Deposit

Company Information

Company Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Customer Information

Name _____ Employee ID#/Account# _____

Social Security # _____

Address _____

City _____ State _____ Zip _____ Phone _____

Bank Information

4U Credit Union

Routing No 311982134

John Doe	1234
1234 Anystreet Cr	
Anycity, TX 12345	
Pay to the order of _____	\$ _____
_____	Dollars
4U Credit Union	
I: 311982134 I: 123456 II 1234	

Routing
Number

Account
Number

Check
Number

Deposit Information

Note: You can route your direct deposit to more than one account.

1. Account Type:

Checking

Savings

Account Number _____

2. Account Type:

Checking

Savings

Account Number _____

I authorize _____ (employer/company) to make deposits directly to my 4U Credit Union account(s) indicated above.

Member Signature

Date

Automatic Payment Transfer Letter

Date _____

Name of Institution _____

Address _____

City _____ State _____ Zip _____

To Whom It May Concern

I would like to change my payment instructions. Currently, you are debiting payment from my old bank account at:

Former
Bank

Name _____

Routing Number _____ Account Number _____

As of _____ (date), please stop debiting this account and start debiting this payment from my new account at 4U Credit Union. My new information is as follows:

New
Bank

4U Credit Union

Routing Number : 311982134 Account Number _____

John Doe	1234
1234 Anystreet Cr	
Anycity, TX 12345	
Pay to the order of _____	\$ _____
_____	Dollars
4U Credit Union	
I: 311982134 I: 00123456 II 1234 _____	

Please send me a written confirmation of the date this change will be effective.

Customer Signature Date

Printed Name _____

Account Number with Payee _____

Address _____

City _____ State _____ Zip _____

Account Closure Request Letter

Date _____

Name of Institution _____

Address _____

City _____ State _____ Zip _____

To Whom It May Concern

This letter is to inform you that I have decided to close the account(s) listed below as of _____ (date).

Please close the account(s) noted below and mail the balance and any interest earned to my address.

Please close the account(s) noted below and wire the balance and any interest earned to the account noted below.

Account 1 Old Account Number: _____ Old Routing Number: _____
 To 4U Credit Union
 New Account Number: _____ New Routing Number: 311982134

Account 2 Old Account Number: _____ Old Routing Number: _____
 To 4U Credit Union
 New Account Number: _____ New Routing Number: 311982134

Account 3 Old Account Number: _____ Old Routing Number: _____
 To 4U Credit Union
 New Account Number: _____ New Routing Number: 311982134

Upon closure of the account(s) listed above, please send a confirmation to the address below.

Sincerely,
Customer's

Signature _____

Print Name _____

Address _____

City _____ State _____ Zip _____

Switch Kit Customer Service Contacts

Utilities:

TXU Energy Services
800-818-6132
www.txu.com

City of Lindsay
940-665-4455

PenTex Energy
940-759-2211
www.pentex.com

City of Callisburg
940-665-9809
www.callisburgtx.com

City of Gainesville
940-668-4500
www.gainesville.tx.us

Muenster Chamber of Commerce
940-759-2227
www.muensterchamber.com

Kiowa Homeowners Water Supply Corp
940-668-8391
www.lksud.org

City of Sherman
940-892-7334
www.ci.sherman.tx.us

City of Whitesboro
903-564-3311
www.whitesboro.org

Telephone:

Nortex Communications
940-759-2251
www.nortex.com

A T & T
800-222-0300
www.att.com

Sprint
800-464-7928
www.sprint.com

Cable:

SuddenLink Communications
940-665-3241
www.suddenlink.com

Dish Network
940-483-1255 or 1-866-934-7444
www.dish.com

Direct TV
800-494-4388
www.directv.com

