

## Welcome to Brazos Star Credit Union! Account Switch Kit

### Switching Your Account is now Easier Than Ever!

With our simple *Switch Kit* guide, we take the worry out of changing financial institutions. Moving your accounts to FedStar Credit Union is fast, simple and convenient.

Complete the following forms:

1. **Authorization to Transfer Funds** - Complete and submit this form to your previous financial institution. This will instruct them to transfer any remaining balances to your Brazos Star account.
2. **Direct Deposit Request** - Complete and submit this form to your employer. This authorizes your employer to deposit the amount(s) you indicate into your FedStar account(s).
3. **Electronic Payment Change Request** - Complete and submit this form to the merchants and service providers with which you have automatic payments charged from your account. This will instruct them to update your account information. This may include: Mortgages, Cable, Phone, Gym Memberships, Loans, Insurance, Internet, Gas, Electric, Water, Pest Control, Yard Maintenance, Court-Issued Payments, or Account Transfers.

If you have any questions regarding your account, please contact us by calling 979-846-7456. Visit our location at 701 Harvey Road in College Station or check us out online at [www.brazosstarcu.com](http://www.brazosstarcu.com) to learn more about our products and services.

We remain steadfast in our commitment to anticipate and meet the financial needs of our members, as well as making a positive difference in their lives and the community, both today and tomorrow.

**Thank you for choosing Brazos Star Credit Union!**



## Account Closure Request Form

### Authorization to Close Account

#### Transfer Account Funds From

Other Financial Institution Name \_\_\_\_\_

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

Address \_\_\_\_\_

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

I am transferring my account(s) to Brazos Star Credit Union. This written notice is my authorization to close my account your institution. I understand that I will need to make certain all checks, drafts and automatic debits have cleared before completely closing my account(s). I understand that it is my responsibility to switch any automatic debits and deposits that I have.

#### Instructions to Transferring Institution (check all that apply)

- Transfer all funds and close my account
- Transfer exactly \$ \_\_\_\_\_
- Transfer the funds immediately
- Transfer funds on the following date: \_\_\_\_\_
- Other: \_\_\_\_\_

Please accept this letter as my authorization to transfer funds from the above named account to:

**Brazos Star Credit Union**  
701 Harvey Road, College Station, TX 77840

Brazos Star Credit Union Routing Number: **313178182**

#### Brazos Star Credit Union Account Information Owner

Name \_\_\_\_\_

Joint Owner \_\_\_\_\_

Please send a check made payable to FedStar Credit Union and note on the check that it is for deposit to my

Brazos Star Account # \_\_\_\_\_ Account Type  Checking  Savings

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

Joint Owner Signature \_\_\_\_\_ Date \_\_\_\_\_



Change of Direct Deposit Form

Direct Deposit Request

Employee Number \_\_\_\_\_

Employee Name \_\_\_\_\_

Name of Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Brazos Star Credit Union
701 Harvey Road, College Station, TX 77840

Brazos Star Credit Union Routing Number: 313178182

Brazos Star Credit Union Checking Account Number: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ] (or)

Brazos Star Credit Union Savings Account Number: [ ][ ][ ][ ][ ]

Payroll Number \_\_\_\_\_ Effective/Start Date \_\_\_\_\_

- Checking [ACCT #] [AMT] \$
Savings [ACCT #] [AMT] \$
Net Check

- Weekly
Bi-Weekly
Monthly
Semi-Monthly

I hereby authorize and request the employer named above to deposit the amounts indicated to Brazos Star Credit Union for each payroll period beginning on the effective/start date indicated above and until further notice from me. If this is a change in a previous authorization, I instruct my employer to cancel my previous authorization and to follow this authorization.

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

Please note: Your employer may require you to complete their own Direct Deposit form and/or include a voided check for the account funds will be deposited in.



## Change of Electronic Payment Form

### Electronic Payment Change Request

Once your checking account is set up at Brazos Star, send this form to all companies that are automatically drafting your old checking account for mortgages, auto, insurance, and other payments.

Name of Payee/Merchant \_\_\_\_\_  
Payee Merchant Address \_\_\_\_\_  
Account Number \_\_\_\_\_ Amount of Payment \$ \_\_\_\_\_  
Phone \_\_\_\_\_ Fax number \_\_\_\_\_

I hereby authorize and request that my electronic payment from:

Account Number \_\_\_\_\_ at \_\_\_\_\_ (previous financial institution)

Be changed to:

**Brazos Star Credit Union**  
**701 Harvey Road, College Station, TX 77840**

Brazos Star Credit Union Routing/ABA # **313178182**

Brazos Star Credit Union Checking Account Number:  or

Brazos Star Credit Union Savings Account Number:

I authorize this change in electronic payment effective (Beginning date of Draft) \_\_\_\_\_

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

**This form may be duplicated as needed**

## **Final Checklist**

**Review these tips to ensure that you have considered every debit and credit entry to transfer to your new Brazos Star checking account**

- Review monthly statements  
List automatic drafts, direct deposits and any transactions that remain outstanding
- Update automatic drafts  
Change your auto drafts to Brazos Star Credit Union using the Switch Kit
- Inform direct depositors of your new account  
Contact payroll departments, government agencies and other pension providers and let them know you have made the switch! You can print multiple forms of the Brazos Star Switch Kit Direct Deposit form.
- One final check!  
Make sure all transactions have cleared prior to account closure Send the Account Closure Form from your Brazos Star Switch Kit Now you are free to bank outside the box!