

# Switch Kit

Time for a new bank? We think so too.

It's about time you made the switch to First Basin Credit Union. We are so happy to have you join the First Basin family, and we want to make the transition as easy as possible. Once you have opened up your First Basin membership, use this Switch Kit designed, specifically for you, to get your accounts in tip-top shape.

## Here is everything you need.. and then some:

### Page 1: Account Moving Form

You'll need to send this completed form to your former financial institution to close your account.

### Page 2: Automatic Withdrawal Checklist

It'll be important to make note of every company that is authorized to withdraw funds from your account.

### Page 3: Automatic Withdrawal Change Form

Fill out and send this form to each company making withdrawals from your First Basin Credit Union account to keep them updated and in the loop.

### Page 4: Direct Deposit Change Form

Update your direct deposit to be sent to your new First Basin account.

This should be everything you need, and more, to make the switch to First Basin, but if you need assistance or are unsure of anything - we are always here to help.

You're going to like coming in **first**.



# Switch Kit

I'm moving my accounts to First Basin Credit Union.

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**Please close my account at:**

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Financial Institution Account Number \_\_\_\_\_

Liquidate the current account and transfer the proceeds as follows. *Please check one box in each column.*

**Amount to Transfer:**

- \$ \_\_\_\_\_
- The entire amount in my account(s) and please close my account(s).
- Account numbers \_\_\_\_\_

**Make this Transfer:**

- On this date (MM/DD/YYYY) \_\_\_\_\_
- Immediately
- At maturity of the investment

- Mail the remaining balance of my account(s) to my home address above.
- Mail the remaining balance of my account(s) to be deposited at First Basin Credit Union.

Attn: \_\_\_\_\_

**First Basin Credit Union | 2740 N. County Road West | Odessa, TX 79764**

First Basin Account Number \_\_\_\_\_  Share Savings  Checking

First Basin Routing Number **316386803** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please note: You must maintain a balance in your old account to cover all outstanding deposits and withdrawals. First Basin Credit Union is not responsible for charges incurred for insufficient funds. Please speak with a customer service representative to determine when to send this form to your previous financial institution(s).



# Switch Kit

Making the switch? Use the checklist below to make sure you don't forget anything.

This checklist is to help you identify all the companies you have authorized to make direct deposits or automatically withdraw funds from your account.

## Who makes direct deposits to your account?

- Employer's human resource department
- Company handling your retirement and/or pension payments
- Social Security Administration

## Who withdraws automatic payments from your account?

This could be in the form of an automatic withdrawal or an authorized charge to your credit/debit card.

- |  |  |
|--|--|
| <input type="checkbox"/> Association dues (alumni, club, etc.) | <input type="checkbox"/> Life Insurance          |
| <input type="checkbox"/> Auto Insurance                        | <input type="checkbox"/> Mortgage Loan           |
| <input type="checkbox"/> Cable/Internet Provider               | <input type="checkbox"/> Other Loans             |
| <input type="checkbox"/> Cell Phone Company                    | <input type="checkbox"/> Security System Service |
| <input type="checkbox"/> Charitable Withdrawals                | <input type="checkbox"/> Student Loan            |
| <input type="checkbox"/> Health Clubs                          | <input type="checkbox"/> Telephone Company       |
| <input type="checkbox"/> Homeowner's Insurance                 | <input type="checkbox"/> Utility Companies       |
| <input type="checkbox"/> Investments                           | <input type="checkbox"/> Sanitation Company      |

If you prefer automatic payments, we suggest that you consider First Basin's Free Online Bill Pay service offered in Online Banking. Instead of giving authorization to another company to withdraw your funds, this service gives YOU the power to control who you pay and when.



# Switch Kit

Automatic Withdrawal Change

I'm moving my automatic withdrawal to First Basin Credit Union.

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Email Address \_\_\_\_\_

## Please change my automatic payment to:

**First Basin Credit Union | 2740 N. County Road West | Odessa, TX 79764**

First Basin Account Number \_\_\_\_\_

First Basin Routing Number **316386803** \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

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

Payment should come from:  Checking Account  Share Savings Account

I authorize this charge to go into effect (MM/DD/YYYY) \_\_\_\_\_

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



# Switch Kit

Direct Deposit Change

I'm moving my direct deposit to First Basin Credit Union.

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Preferred Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Employer \_\_\_\_\_

## Please change my direct deposit to:

**First Basin Credit Union | 2740 N. County Road West | Odessa, TX 79764**

First Basin Account Number \_\_\_\_\_  Share Savings  Checking

First Basin Routing Number **316386803** \_\_\_\_\_

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

*Please note that First Basin Credit Union is not involved in the set up of Direct Deposit. Set up is entirely the responsibility of the member. This form must be delivered to your employer to make that change.*

