



FB Switch Kit™ for business

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.

Once your account has been opened, these will make the switch super easy:

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**.





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Account Moving Form

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

Entity Name _____

Entity Physical 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 | 7100 E. TX Hwy 191 | Odessa, TX 79765

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).



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?

- | | |
|----------------------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Employer's human resource department | <input type="checkbox"/> Business Partners |
| <input type="checkbox"/> Company handling your retirement/pension payments | <input type="checkbox"/> Payment or Payroll Processors |
| <input type="checkbox"/> Social Security Administration | <input type="checkbox"/> Other |

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"/> Mortgage Loan |
| <input type="checkbox"/> Auto Insurance | <input type="checkbox"/> Other Loans |
| <input type="checkbox"/> Cable/Internet Provider | <input type="checkbox"/> Payment Processors |
| <input type="checkbox"/> Cell Phone Company | <input type="checkbox"/> Payroll Processors |
| <input type="checkbox"/> Health Clubs | <input type="checkbox"/> Security System Service |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Telephone Company |
| <input type="checkbox"/> Investments | <input type="checkbox"/> Utility Companies |
| <input type="checkbox"/> Life Insurance | <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.



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Automatic Withdrawal Change

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

Entity Name _____

Address _____

City _____ State _____ ZIP _____

Preferred Phone _____ Email Address _____

Please change my automatic payment to:

First Basin Credit Union | 7100 E. TX Hwy 191 | Odessa, TX 79765

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 _____





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Direct Deposit Change

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

Entity Name _____

Address _____

City _____ State _____ ZIP _____

Preferred Phone _____ Email Address _____

Please change my direct deposit to:

First Basin Credit Union | 7100 E. TX Hwy 191 | Odessa, TX 79765

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.*

