

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

Switch Kit 03/2019

[www.nascogafcu.com](http://www.nascogafcu.com)

# Switch Kit Checklist

Thank you for choosing Nascoga Federal 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](http://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 Nascoga Federal 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 Nascoga Federal Credit Union. Transfer your credit card balances to Nascoga Federal 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.nascogafcu.com](http://www.nascogafcu.com) or drop by any of our offices, and we'll be happy to assist you.

Thank you again for choosing Nascoga Federal Credit Union!



# 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 Nascoga Federal Credit Union. My new information is as follows:

New  
Bank

Nascoga Federal Credit Union

Routing Number : 311982134 Account Number \_\_\_\_\_

John Doe	1234
1234 Anystreet Cr	
Anycity, TX 12345	
Pay to the order of _____	\$ _____
_____	Dollars
Nascoga FCU	
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: _____ To Nascoga Federal Credit Union New Account Number: _____	Old Routing Number: _____ New Routing Number: <u>311982134</u>
Account 2	Old Account Number: _____ To Nascoga Federal Credit Union New Account Number: _____	Old Routing Number: _____ New Routing Number: <u>311982134</u>
Account 3	Old Account Number: _____ To Nascoga Federal Credit Union New Account Number: _____	Old Routing Number: _____ New Routing Number: <u>311982134</u>

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  
866-225-5898  
[www.txuenergy.com](http://www.txuenergy.com)

Cooke County Electrical Co-op  
940-759-2211  
[www.cceca.com](http://www.cceca.com)

City of Gainesville  
940-668-4500  
[www.gainesville.tx.us](http://www.gainesville.tx.us)

Kiowa Homeowners Water Supply Corp  
940-668-8391  
[www.lakekiowatx.com](http://www.lakekiowatx.com)

City of Whitesboro  
903-564-3311  
[www.whitesborotexas.com](http://www.whitesborotexas.com)

### Telephone:

Nortex Communications  
940-759-2251  
[www.nortex.com](http://www.nortex.com)

A T & T  
800-222-0300  
[www.att.com](http://www.att.com)

Sprint  
800-464-7928  
[www.sprint.com](http://www.sprint.com)

### Cable:

SuddenLink Communications  
940-665-3241  
[www.suddenlink.com](http://www.suddenlink.com)

Dish Network  
940-483-1255 or 1-866-934-7444  
[www.dishnetwork.com](http://www.dishnetwork.com)

Direct TV  
800-494-4388  
[www.directtv.com](http://www.directtv.com)

City of Lindsay  
940-665-4455  
[www.lindsaytexas.com](http://www.lindsaytexas.com)

City of Callisburg  
940-665-9809  
[www.nortexinfo.net/callisburg](http://www.nortexinfo.net/callisburg)

Muenster Chamber of Commerce  
940-759-2227  
[www.muensterchamber.com](http://www.muensterchamber.com)

City of Sherman  
940-892-7334  
[www.cityofsherman.com](http://www.cityofsherman.com)

