

SWITCH YOUR ACCOUNTS WITH EASE

At Barksdale Federal, we make it easy for you to change your checking account.

Step 1 - Open your new BFCU Account

We offer a full range of checking account options to meet your financial needs.

Step 2 - Switch over your automatic transactions

You will need to notify the companies that handle your automatic deposits and withdrawals. The attached forms will help with your notifications, and we'll be happy to help you with any of these forms.

Examples of automatic withdrawals include:

- Mortgage payment
- Insurance
- Utility Bills
- Telephone/Cell Phone Bill
- Subscription Services

Examples of automatic deposits include:

- Payroll
- Retirement or Pension
- Social Security
- Veterans Benefits

Step 3 - Close your previous checking account

Once all of your outstanding checks have cleared and your direct deposits and withdrawals have been transferred to your new BFCU account, you can close your previous account.

To help you with the switch, we have included several forms to make your transition easier. You may use these forms to close your account(s) and change your direct deposit and automatic withdrawals. If you need help completing any of them, just stop by one of our centers or give us a call at 318-549-8145.

To get a full list
of our locations,
please visit our
website:

www.bfcu.org

OR

Download our mobile app!



Member Services

318-549-8145 or 800-647-BFCU (2328), option 4

Loan Central

318-549-8070 or 800-647-BFCU (2328), option 7

Mortgage Lending

318-549-8170 or 800-647-BFCU (2328), option 8



Federally Insured by NCUA

01/21



TIME FOR A CHANGE

BARKSDALE FEDERAL CREDIT UNION™



CHANGE AUTOMATIC WITHDRAWAL

Company Name

Address

City State Zip

You are currently withdrawing \$ _____ (amount) for my
_____ (what payment is for),
_____ (account or other identifier)
_____ (when) from the following account.

Previous Financial Institution

ACH Routing Number Account Number

Please stop making withdrawals from that account and instead
make them from:

Barksdale Federal Credit Union

Phone: 800.647.2328

ACH Routing/Transit Number: 311175093

Account Number _____

Account Type ☐ Checking ☐ Savings

Thank you.

Signature Date

Name (please print)

Address

City State Zip

Telephone Number



AUTHORIZATION TO SWITCH DIRECT DEPOSIT

Company Name

Address

City State Zip

For Social Security benefits, call 800.772.1213; direct deposit
arrangements can be made over the telephone.

Effective immediately, I authorize the above company to begin using
my account listed below for my direct deposit:

Barksdale Federal Credit Union

Phone: 800.647.2328

ACH Routing/Transit Number: 311175093

Account Number _____

Account Type ☐ Checking ☐ Savings

Thank you.

Signature Date

Name (please print)

Address

City State Zip

Telephone Number

Other information your employer may need
(SSN, Employee ID Number, etc.)



AUTHORIZATION TO CLOSE ACCOUNT

To:

Previous Financial Institution

Address

City State Zip

This form gives you the authorization to close
the following account(s):

Checking Account Number _____

Savings Account Number _____

On the closing date, please send the remaining balance with a
copy of this form to the address provided. Your prompt attention
to this request is appreciated.

Thank you.

Signature Date

Name (please print)

Address

City State Zip

Telephone Number

Joint Signature Date

