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 of your change. 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
- Insurance (Life, Auto or Homeowners)
- Utility Companies
- Telephone or Cell Phone Companies
- Cable or Satellite Companies

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 or give us a call.
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

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

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 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

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

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

Thank you.

Signature Date

Name (please print)

Address

City State Zip

Telephone Number

AUTHORIZATION TO CLOSE ACCOUNT

To:

Previous Financial Institution

Address

City State Zip

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

Barksdale Federal Credit Union
Phone: 800.647.2328
ACH Routing/Transit Number: 311175093

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