

*We'll help you make the switch easily.*

*Welcome to*



P.O. Box 95410  
Albuquerque, NM 87199

1. Have your new Southwest Federal Credit Union account number(s) ready when completing the authorization forms:

Account Number (Savings): \_\_\_\_\_ Account Number (Checking): \_\_\_\_\_  
Routing Number: 307083872

2. Switch direct deposits/automatic deposits using the **Authorization to Change Direct Deposit:**

Employer deposit       Social Security Administration       Brokerage deposits  
 Government deposit       Child Support or court-ordered deposits       Other

3. Switch automatic payments/withdrawals using the **Authorization to Change Automatic Withdrawal:**

Mortgage/Rent       Utilities: Electric, Gas, Water       Auto  
 Association Fees       Club/Membership Dues       Phone/Cell Phone  
 Internet Service       Cable TV/Satellite       Online Billing  
 Investments       Credit Cards       Other

4. Close all other savings, checking & certificate of deposit accounts using the **Authorization to Close Account:**

Name of Financial Institution	Account Number	Secondary Account Holders
1. _____	# _____	Name: _____
2. _____	# _____	Name: _____
3. _____	# _____	Name: _____

5. Additional options to explore:

- Apply to transfer high-rate credit card balances to a Southwest FCU VISA®. Simply stop by an SFCU branch and speak to a Loan Officer for details.
- Refinance your auto loan at Southwest Federal Credit Union
- Refinance your mortgage at Southwest Federal Credit Union
- Take advantage of your home's equity with one of Southwest Federal Credit Union's home equity services.

Your Best Interest Is Our Business®

 [www.sfcunm.org](http://www.sfcunm.org)

Call (505) 243-6751

# Authorization to Change Direct Deposit



Complete this authorization to change direct deposits to Southwest Federal Credit Union and provide it to your payroll office or any other payer who makes automatic deposits to your account.

Mailing address of the company that makes the direct deposit: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To Whom it May Concern:

You are currently making direct deposits on my behalf to this account:

Former bank: \_\_\_\_\_

Routing number: \_\_\_\_\_

Account number: \_\_\_\_\_

Please discontinue direct deposits here and immediately start direct deposits to my account at:

**Southwest Federal Credit Union**  
P. O. Box 95410  
Albuquerque, NM 87199  
**Routing Number: 307083872**

Checking Account Number: \_\_\_\_\_ Amount to be deposited: \_\_\_\_\_  
(If total of all funds are to be deposited to your checking, list ALL.)

Savings Account Number: \_\_\_\_\_ Amount to be deposited: \_\_\_\_\_  
(If total of all funds are to be deposited to your savings, list ALL.)

If you have any questions about this request, please call me at (\_\_\_\_\_) \_\_\_\_\_. Thank you.

\_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Printed Name)  
\_\_\_\_\_  
(Street Address)  
\_\_\_\_\_  
(City/State/Zip)

# Authorization to Change Automatic Withdrawal



Complete this authorization to have automatic withdrawals made from your Southwest Federal Credit Union account. Print one authorization for each company that makes automatic withdrawals from your account. Remember to change any automatic payments made by debit card, too.

Mailing address of the company that makes the automatic withdrawal: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To Whom it May Concern:

You are currently withdrawing \$ \_\_\_\_\_ (amount) on \_\_\_\_\_ (date) for my  
\_\_\_\_\_ (what payment is for) from:

Former bank: \_\_\_\_\_ Former bank's routing number: \_\_\_\_\_

Account number: \_\_\_\_\_ or Card number: \_\_\_\_\_

Please discontinue withdrawals from this account and (check one)

Begin withdrawals from my account at:

**Southwest Federal Credit Union**  
P. O. Box 95410  
Albuquerque, NM 87199  
**Routing Number: 307083872**

Account number: \_\_\_\_\_ Savings/Checking (circle one)

Begin withdrawals from my Southwest Federal Credit Union debit card:

Debit card number: \_\_\_\_\_

Expiration: \_\_\_\_\_ CW: \_\_\_\_\_ (3-digit code on the back of your card)

I will use Southwest Federal Credit Union's Bill Pay Service to make future payments.

If you have any questions about this request, please call me at (\_\_\_\_\_) \_\_\_\_\_. Thank you.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City/State/Zip)



# Authorization to Close Account



Complete this authorization to close accounts at other financial institutions and have funds transferred to your Southwest Federal Credit Union account. Print one authorization for each financial institution where you have accounts. Remember to destroy or recycle old checks and destroy your old ATM and debit cards.

Mailing address of the financial institution at which you wish to close your account:      Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To Whom it May Concern:  
Please close my account(s) with your financial institution:

Savings account number(s): \_\_\_\_\_

Checking account number(s): \_\_\_\_\_

Certificate(s) of deposit: \_\_\_\_\_

\_\_\_\_\_ Close now      \_\_\_\_\_ Close upon maturity date

Account holders: \_\_\_\_\_

\_\_\_\_\_

Please send a check for the remaining balance(s) to my account at:

**Southwest Federal Credit Union**  
P. O. Box 95410  
Albuquerque, NM 87199  
**Routing Number: 307083872**

Account number: \_\_\_\_\_ Savings/Checking (circle one)

I have also made arrangements to discontinue the direct deposit to and automatic withdrawal of funds from my account(s) with your financial institution.

If you have any questions about this request, please call me at (\_\_\_\_\_) \_\_\_\_\_. Thank you.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City/State/Zip)