

Telco Community Credit Union
Quick Switch Kit
Close account

Date

Financial Institution's Name

Address

City, State, Zip

To Whom It May Concern:

I request that you close my Account Number _____ . A check for the remaining balance should be sent to me at the address shown below.

Please feel free to contact me at phone number _____ during the day/evening (circle one) should you have any questions regarding this request.

Thank you.

Sincerely,

Primary Member Signature

Joint Member Signature (If applicable)

Primary Name (Print)

Joint Member Name (Print)

Address

City, State, Zip

Telco Community Credit Union
Quick Switch Kit
Change Direct Deposit

Date

Depositor/Employer's Name

Address

City, State, Zip

To Whom It May Concern:

Currently you are depositing my **entire paycheck/part of my paycheck** (circle one) to the following:

Old Financial Institution

Bank Routing Number

Account Number

Please stop making deposits to that account and make the same deposit to:

Telco Community Credit Union_____

253174738_____

Bank Routing Number

Account Number

You may feel free to contact me regarding this request at phone number _____ during the **day/evening** (circle one)

Thank you.

Sincerely,

Signature

Print Name

Address

City, State, Zip

Telco Community Credit Union
Quick Switch Kit
Change Withdrawal

Date

Name of Company Making Withdrawals

Address

City, State, Zip

To Whom It May Concern:

For my account number _____ with you, currently you are withdrawing \$ _____ on _____ (withdrawal date) from the following account:

Old Financial Institution

Bank Routing Number

Account Number

Please stop withdrawals from that account and make future withdrawas from the following account:

Telco Community Credit Union_____

253174738_____

Bank Routing Number

Account Number

You may feel free to contact me regarding this request at phone number _____ during the **day/evening** (circle one)

Sincerely,

Signature

Print Name

Address

City, State, Zip