

We'll make it quick – and easy – to switch your accounts to Air Force Federal Credit Union. Simply use the forms in this handy SWITCH KIT to help you make the transition.

Step 1 Have your new Air Force FCU Account Numbers Handy:

Share Savings Account Number: _____

Share Checking Account Number: _____

Air Force FCU Routing Number: 314085504

Step 2 Authorization to Change Direct Deposit

Instructions: Complete this authorization to change direct deposits to Air Force FCU and provide to your payroll office or any other payor who makes automatic deposits to your account.

Date _____ Employer/Depositor's Name _____

Address _____

City/State/Zip _____

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 from the above account and immediately start direct deposits to my account at:

Air Force Federal Credit Union

1560 Cable Ranch Road, Suite 200

San Antonio, TX 78245

Routing Number: 314085504

Account Number: Savings _____

Checking _____

If you have any questions about this request, please call me at this number: _____

Thank you.

Sincerely,

Signature _____

Name _____

Address _____

City/State/Zip _____

Step 3 Authorization to Change Automatic Withdrawal

Instructions: Complete this authorization to have automatic withdrawals made from your Air Force FCU 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.

Date _____

Name Of Company That Makes Automatic Withdrawal _____

Address _____

City/State/Zip _____

To Whom It May Concern:

You are currently withdrawing \$ _____ (amount) on a _____ basis (frequency—e.g. monthly, weekly, etc.) for my _____ (type of payment) from:

Former Bank: _____

Routing Number: _____

Account Number: _____

Please discontinue withdrawals from the above account and (choose one):

Begin withdrawals from my account at:

Air Force Federal Credit Union
1560 Cable Ranch Road, Suite 200
San Antonio, TX 78245
Routing Number: 314085504
Account Number: Savings _____

Checking _____

Begin withdrawals from my Air Force FCU Visa® Platinum Card:

Card Number: _____ Expiration: _____ CVV: _____

I will use Air Force FCU's Bill Pay service to make future payments.

If you have any questions about this request, please call me at this number: _____

Thank you.

Sincerely,

Signature _____

Name _____

Address _____

City/State/Zip _____

Step 4 Authorization to Close Account

Instructions: Complete this authorization to close accounts at other financial institutions and to have funds transferred to your Air Force FCU account. **Print one authorization for each financial institution where you have accounts.** Remember to destroy and recycle old checks and destroy your old ATM and debit cards.

Date: _____

Bank/Other Financial Institution Name _____

Address _____

City/State/Zip _____

To Whom It May Concern:

Please close my account(s) with your financial institution:

Account Numbers: _____

Account Holders: _____

ID Verification (SSN or secret account code): _____

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

Air Force Federal Credit Union
1560 Cable Ranch Road, Suite 200
San Antonio, TX 78245

Routing Number: 314085504

Account Number: Savings _____

Checking _____

I have also made arrangements to discontinue the direct deposit 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 this number: _____

Thank you.

Sincerely,

Account Holder 1 Name (Print) _____

Signature _____ Date _____

Account Holder 2 Name (Print) _____

Signature _____ Date _____

Step 5 Credit Card Balance Transfer Authorization*

Instructions: To transfer other credit card balances to your Air Force FCU Visa® Platinum Card, fill out this form.*
 When finished, **FAX to 210.678.5294**

Member Account Information

Primary Member	Air Force FCU Account Number	
Member Address	Visa Card Number	
City/State/Zip	Home Phone ()	Work Phone ()
Authorized Signature	Date	

BALANCE TRANSFER INFORMATION

1 Name of Issuing Bank/Institution
Address
City/State/Zip
Account Number
Exact Amount to Transfer \$

2 Name of Issuing Bank/Institution
Address
City/State/Zip
Account Number
Exact Amount to Transfer \$

3 Name of Issuing Bank/Institution
Address
City/State/Zip
Account Number
Exact Amount to Transfer \$

4 Name of Issuing Bank/Institution
Address
City/State/Zip
Account Number
Exact Amount to Transfer \$

5 Name of Issuing Bank/Institution
Address
City/State/Zip
Account Number
Exact Amount to Transfer \$

6 Name of Issuing Bank/Institution
Address
City/State/Zip
Account Number
Exact Amount to Transfer \$

* Balance transfer amounts are limited to the available funds of your approved credit limit amount. The balance transfer fee is either \$2 or 2% of each such transaction, whichever is greater. Transfers are considered cash advances. Therefore, finance charges will begin to accrue immediately on the transaction date. Transferred amounts cannot be from another Air Force FCU Visa card or loan account. Please continue making payments on your other credit card account(s) until the balance transfer is confirmed on your other institution's account statement.