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## Account Switch Kit

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We know switching your account to another financial institution can seem overwhelming, but we make it easy to switch your accounts to ECU with this switch kit! Follow these 4 simple steps and you are on your way.

1. **Open an ECU account** – Visit any of our locations and open your account. We offer a variety of options to fit all your needs.
2. **Switch your Direct Deposits** – Switch all of the direct deposits you currently have by completing the Direct Deposit form. Direct deposits could include:
  - Your employer paycheck
  - Government Deposit
  - Brokerage Deposit
  - Child Support
  - Other
3. **Switch your Automatic and Online Payments** – Switch all automatic withdrawals and payments you have so they will debit your new ECU account. Contact the company you are paying and give them your ECU account information. In many cases you can change your information online or by phone. We have provided a form to fill out if you wish to mail the company. Automatic payments could include:
  - Utilities
  - Mortgage
  - Gym fees
  - Phone Service
  - Loans
  - Insurance
  - Cable
  - Other
4. **Close your old account** – Once all of your outstanding payments and deposits have cleared your old account, close that account and bring or send any remaining balances to ECU. We have provided a form which you can fill out and send to your former institution.



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## Direct Deposit/ Payroll Deduction Form

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Date: \_\_\_\_\_

Employer: \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Employee's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- Direct Deposit (entire amount of paycheck)
- Payroll Deduction (specified amount) Amount: \$ \_\_\_\_\_

ECU Account # \_\_\_\_\_ Circle one: Checking Savings

ECU Routing #: 311989852

The Business Office of the above employer is hereby authorized, instructed and empowered to deduct the sum listed above each month until notice of change or termination of the direct deposit and/or payroll deduction authorization is given at the time and in the manner specified in the agreement between the above employer and Educators Credit Union, Waco, Texas.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

SS# \_\_\_\_\_

\* Please note some companies may require a voided check.



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## Automatic Payment Change Form

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Company Name: \_\_\_\_\_

Account Number (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please accept this notice as permission to change my current electronic withdrawal from my account at:

Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Account Number: \_\_\_\_\_

To my account at:

Educators Credit Union  
PO Box 20728  
Waco, TX 76702  
(254)776-7900

ECU Routing #: 311989852

ECU Account #: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**I hereby authorize my automatic payment to change as indicated above.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Some companies may require additional information, such as a voided check or deposit slip. Please verify with each company what specific information they require.



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## Account Closing Form

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Name of Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**This letter serves as a request to close:**

Account # \_\_\_\_\_

Account # \_\_\_\_\_

Account # \_\_\_\_\_

**Please accept this form as authorization to close my account(s) and send any remaining funds to:**

Educators Credit Union  
PO Box 20728  
Waco, TX 76702

Please reference ECU account # \_\_\_\_\_ on the check.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_