

Authorization to Change Direct Deposit

Complete this form to change your direct deposit to **SEI-US Employees Federal Credit Union** and submit it to your payroll office or any organization that may process direct deposits to your account.

To Whom It May Concern:

Please discontinue making direct deposits to the following account:

Bank: _____

Routing Number: _____

Account Number: _____

Please start direct deposits to the following account immediately at:

SEI-US Employees Federal Credit Union

555 N. 5th Avenue

Pocatello, ID 83201

Routing Number: 324173736

Account Number: _____

Circle One: Checking or Savings

If you have any questions regarding this authorization, please contact me at:

Phone: _____

E-Mail: _____

Thank you.

Signature

Name

Address

City/State/Zip Code

Authorization to Change Automatic Withdrawal

Complete this form to have automatic withdrawals taken from your **SEI-US Employees Federal Credit Union** account. Create one form for each automatic withdrawal you have coming out of your account. Remember to change any automatic payments made by debit cards.

To Whom It May Concern:

Please cancel withdrawals from this account:

Bank: _____

Routing Number: _____

Account Number: _____

or

Card Number: _____

Next Step:

- Begin withdrawals from my account at:

SEI-US Employees Federal Credit Union

555 N. 5th Avenue

Pocatello, ID 83201

Routing Number: 324173736

Account Number: _____

Circle One: Checking or Savings

- Begin withdrawals from my **SEI-US Employees Federal Credit Union** debit card:

Card Number: _____

Expiration: _____ CVV: _____

If you have any questions about this request, please contact me at:

Phone: _____

E-Mail: _____

Thank you.

Signature

Name

Address

City/State/Zip

Authorization to Close Account

Complete this form to close accounts at other financial institutions and have funds transferred to your **SEI-US Employees Federal Credit Union** account. Print one authorization for each account that will be closed. Remember to destroy old checks and ATM or debit cards.

To Whom It May Concern:

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

Account Numbers: _____

Account Holders: _____

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

SEI-US Employees Federal Credit Union

555 N. 5th Avenue

Pocatello, ID 83201

Routing Number: 324173736

Account Number: _____

Circle One: Checking or Savings

If you have any questions about this request, please contact me at:

Phone: _____

E-Mail: _____

Thank you.

Account Holder 1 Signature

Date

Account Holder 2 Signature

Date

Checklist

Before closing your other accounts at other financial institutions, please review the following checklist to guarantee there are no outstanding processes that need to be completed.

- All checks have cleared your old bank account(s).
- All automatic withdrawals and deposits have been switched over to your SEI-US Employees Federal Credit Union account.
- Destroy any unwritten checks, ATM and debit cards from your old bank account(s).

You have successfully switched your checking account to **SEI-US Employees Federal Credit Union!** We look forward to being your primary financial institution. If we can be any assistance to you please contact us at **208-233-4395**.

Welcome to **SEI-US Employees Federal Credit Union!**