

OU FEDERAL CREDIT UNION SWITCH KIT

Switching your checking account to OU Federal Credit Union has never been easier!
Just follow these five (5) simple steps!

1 Open your OU Federal Credit Union Checking Account

Complete an application for your free checking account online or visit one of the credit union's conveniently located branches to open your account. All of the credit union's accounts come with:

- Free eStatements, online banking, mobile banking and Bill Pay
- Access to thousands of FREE ATMs through the Transfund® & ATM Zone® Networks
- No minimum balance fees
- Unlimited teller transactions and in-branch services
- Free Visa® ATM/Debit card
- Overdraft protection*

2 Move/Enroll your Direct Deposit to your new OU Federal Credit Union Checking Account

To move your Direct Deposit to your new OU Federal Credit Union checking account, complete the Direct Deposit Switch Request form. If you have other sources of direct deposit, such as Social Security, you can visit www.ssa.gov/deposit or call 800-772-1213 to change social security deposits by phone. You will need to provide OUFCU's ABA routing number (303085094) and your new checking account number. Complete the Direct Deposit Enrollment form to set up a new direct deposit.

3 Redirect your Automatic Payments

Move automatic payments or withdrawals (loans, bills, etc.) to your new OU Federal Credit Union account by completing the Automatic Payment Request form. You will need to provide OU Federal Credit Union's ABA routing number (303085094), your new checking account number or your new Visa® debit card number.

4 Stop using your Old Checking Account

Terminate the use of your old checking account but monitor it to be sure that all of your changes have occurred. Allow for enough time for final automatic payments, outstanding checks, and debit transactions to clear. Destroy any unused checks and account cards (debit, ATM). Visit www.oufcu.com to set-up Bill Pay and request eStatements.

5 Close your old checking account

To close your old checking account, complete the close account request form.

*Restrictions may apply. Please see an OUFCU employee for details and guidelines.



Proudly serving our community for 60 years!



SWITCH KIT CHECKLIST

- Open your membership and checking account at OU Federal Credit Union. You may do this by visiting any of our branch locations or by completing an online membership application.
- Verify that all checks, check card transactions, and scheduled bill payments have cleared your old checking account.
- Make certain funds are available in your old account to cover any automatic payments, checks and check card transactions that may still be withdrawn.
- Complete the Direct Deposit Change Request Form to send written notice to companies with which you have direct deposit (employer, government deposits, pension, transfers from other financial institutions, investment dividends, child support or court issued deposits, etc.) notifying them that you want to switch your direct deposits to your new OU Federal Credit Union account.
- Complete the Direct Deposit Enrollment Form to set-up direct deposits with any new companies or individuals. To change Social Security deposits, visit www.ssa.gov/deposit/howtosign.htm or call the Social Security Administration at 1-800-772-1213. **OU Federal Credit Union's Routing Number is 303085094.**
- Complete the Authorization for Automatic Payment Transfer form to send written notice to companies that automatically take payments from your checking (utilities, mortgage, insurance, brokerage, credit cards, internet service providers, transfers to banks, child support or court issued payments) notifying them that you are closing the account.
- Complete the Authorization for Automatic Payment Transfer form to add notification of your new account if you wish to continue automatic payments at OU Federal Credit Union.
- Complete the Authorization for Automatic Payment form to add new automatic payments.
- Contact companies that take payments from your old checking accounts using a debit card (iTunes®, Hulu®, Xbox Live®, Red Box, for example). Change your payment information to your new OU Federal Credit Union debit card.
- Verify your direct deposits and automatic payments have begun posting to your new account.
- Complete the Account Closing Request Form and send it to your old financial institution informing them of your account closing.