

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 OU Federal Credit Union'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 OU Federal Credit Union 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.

DIRECT DEPOSIT CHANGE REQUEST

Present the following form to your employer to move your direct deposit from your old financial institution to OU Federal Credit Union. Please keep in mind that with this request, some employers may request a voided check or other official document from your OU Federal Credit Union account.

Employer Name

Employer Number



I request to Stop Direct Deposit from the following account:

Financial Institution's Name *Account #*

ABA/Routing Number

Account Type: Savings Checking



I request for Direct Deposit to OU Federal Credit Union:

OU Federal Credit Union
Financial Institution's Name *Account #*

303085094
ABA/Routing Number

Account Type: Share Savings Checking

Name (Printed) *Email Address*

Address *City/State/Zip*

Signature *Date* *Telephone*

DIRECT DEPOSIT ENROLLMENT FORM

Present the following form to your employer to direct deposit your payroll into your OU Federal Credit Union Account. To setup direct deposit for Social Security, visit www.ssa.gov/deposit or call 800-772-1213. Please keep in mind that with this request, some employers may request a voided check or other official document from OU Federal Credit Union.

Employer Name

Employer Number

Employer Address

City/State/Zip

Employer Telephone Number



I request to Direct Deposit to OU Federal Credit Union:

OU Federal Credit Union

Financial Institution's Name

Account #

303085094

ABA/Routing Number

Account Type: Share Savings Checking

Name (Printed)

Email Address

Address

City/State/Zip

Signature

Date

Telephone



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AUTHORIZATION FOR AUTOMATIC PAYMENT TRANSFER

Present the following form to the payee or merchant with whom you currently have automatic payments. This could include: utility companies, credit card companies, mortgage holders, etc. This request would stop payments that are withdrawn from your current financial institution, and allow the withdrawal from your OU Federal Credit Union account to occur.

Company or Financial Institution Name



I request to Stop Automatic Payments from the following account:

You are currently withdrawing \$ _____ for the payment of _____
Amount Withdrawn Type of payment

on the _____ of each month, from the account listed below:
Date

Financial Institution's Name

ABA/Routing Number

Card/Account Number



Request to withdraw Automatic Payments from the following account:

OU Federal Credit Union

Financial Institution's Name

303085094

ABA/Routing Number

Card/Account Number

Account Type: _____ Share Savings _____ Checking

Any further questions, please contact me:

Name (Printed)

Email Address

Address

City/State/Zip

Signature

Date

Telephone



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ACCOUNT CLOSING REQUEST

Present this form to the financial institution with whom you will be closing your account. Be sure to leave sufficient funds in your current account long enough for final automatic payments, outstanding checks, and debit transactions to clear. After these items have all cleared, this form may be submitted to close the account.

REQUEST I request to close the following account:

Company, Payee, Merchant, or Financial Institution Name

I am requesting the closure of my account _____ . Please forward the remaining funds
Account Number
to my OU Federal Credit Union account at the address listed below:

OU Federal Credit Union
2000 W. Lindsey
Norman, OK 73069

REQUEST I request to move funds to the following account:

OU Federal Credit Union
Financial Institution's Name

2000 W. Lindsey Norman, OK 73069
Financial Institution Address

303085094
ABA/Routing Number

Account Number

Account Type: Share Savings Checking

Name (Printed)

Joint Account Owner's Name (Printed)

Address

City/State/Zip

Telephone #

Date

Signature

Joint Account Owner's Signature



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WHEREVER YOU GO, WE'RE HERE!

When we say local, we mean it - OU Federal Credit Union is a full-service, not-for-profit financial institution that has been dedicated to serving the needs of the University of Oklahoma for nearly 60 years.

We strive to make a decided difference in the lives of our members. By getting to know you, we can provide ongoing financial education on an array of products and services that fit your unique situation. As a member of OU Federal Credit Union you have access to a full range of financial products with competitive rates and terms. You also have access to a knowledgeable and friendly staff that is committed to serving our members and a commitment from us to operate by the cooperative principals that credit unions were founded on.

When you become a member of OU Federal Credit Union, you can expect the same products and services that you have come to expect from a financial institution but with the unexpected advantages of better rates, lower fees and personalized attention.

STAY CONNECTED...

- SoonerNet- our 24/7/365 online banking platform that can be accessed from your home computer, work place, smartphone and iPad®. Pay bills, transfer funds, stop payments and much more, all in one place!
- Access to thousands of Free ATMs through the Transfund® and ATM Zone® networks
- Online loan and membership applications
- Mobile banking
- Free checking, eStatements, Visa® debit/ATM card, Bill Pay and online banking access

PRODUCTS AND SERVICES

OU Federal Credit Union offers a full menu of products and services:

- Personal Accounts
- Consumer Loans
- Investment Options
- Real Estate Loans
- Insurance Products



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