

switch kit

Make the switch to BFSFCU® for a completely
different “banking” experience



BANK-FUND STAFF FEDERAL
CREDIT UNION



Not getting the quality of service that you deserve from your bank?

SWi

to **BFSFCU** today and enjoy all of our great benefits!

- › Free Online Banking and Billpayer access
- › Free Checking
- › Nationwide ATM surcharge rebate with e-Statements
- › Free financial seminars
- › 24/7 Member Services telephone access

Once you become our member, we make it easy to switch your accounts to BFSFCU.

Get the quality service you deserve. Become our member and make the switch.

tch



Make **BFSFCU** your **preferred financial partner** in 3 easy steps:

1. switch over your direct deposits & automatic withdrawals to BFSFCU

▼ Below is a checklist of vendors you may need to notify to switch your direct deposits to BFSFCU:

- › Your payroll office
- › Any company who makes direct deposits to your account
- › Your retirement or pension office
- › Social Security Administration

2. be sure to also switch over your automatic withdrawals to your BFSFCU accounts:

- › Mortgage payments
- › Insurance payments
- › Loan payments
- › Utility payments
- › Others

3. close your old accounts

▼ When you are certain that the last transaction you performed on your old financial institution accounts has cleared, close the accounts and request your old financial institution to mail a check of the remaining balance to your new BFSFCU accounts.

need help?

call us at 202.212.6400 or 1.800.923.7328

you're done!

welcome to BFSFCU—
a refreshingly different experience in banking.



Federally Insured by NCUA

1

change payroll direct deposit

Dear

Employers/Depositor's Name

You are currently depositing

my entire paycheck part of my paycheck

to the following account:

Old Bank

Bank Routing Number

Account Number

Please stop sending deposits to that account and instead send them to:

Account Number:

Financial Institution Name: Bank-Fund Staff Federal Credit Union

Routing Number: 2540-7417-0

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

Thank you for your assistance.

Signature

Date

Name (please print)

Primary Mailing Address

City, State, Zip



2

change automatic withdrawal

Dear

[Redacted]
Company's Name

You are currently withdrawing \$ [Redacted] for my
[Redacted] (what payment is for),
[Redacted] (account or other identifying number),
[Redacted] (when) from the following account:

[Redacted]
Old Bank

[Redacted]
Bank Routing Number

[Redacted]
Account Number

Please stop making withdrawals from that account and
instead make them from:

Account Number: [Redacted]

Financial Institution Name: Bank-Fund Staff Federal Credit Union

Routing Number: 2540-7417-0

If you have any questions about this request, please contact
me at [Redacted].

Thank you for your assistance.

[Redacted]
Signature

Date

[Redacted]
Name (please print)

[Redacted]
Primary Mailing Address

[Redacted]
City, State, Zip



3

close account

Dear

Financial Institution Name

Please close my account #

and send a check for the remaining balance to:

Bank-Fund Staff Federal Credit Union

1725 I Street NW, Suite 150

Washington, DC 20006-2406

Please make check payable to:

Name

Reference/Account Number

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

Thank you for your assistance.

Signature

Date

Co-owner Signature

Date

Name (please print)

Co-owner Name (please print)

Primary Mailing Address

City, State, Zip





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CREDIT UNION

1725 I Street NW, Suite 150
Washington, DC 20006-2406