



**Northern Hills**  
FEDERAL CREDIT UNION

## Switch Kit

*Follow these steps to fully enjoy the benefits  
of being a member at  
Northern Hills Federal Credit Union!*

*When was the last time you heard someone say, "I love my bank!"? You might be tempted to utter those words once you switch to Northern Hills Federal Credit Union. That's because NHFCU combines the value, service and convenience you've been looking for – all to make banking easier for you!*

*Northern Hills Federal Credit Union makes changing financial institutions easy! The NHFCU Switch Kit provides the tools you need to ensure a smooth transition. If you have questions, contact our Member Service Representatives. We are here to make your change easy and hassle-free!*

- 1** **Open a NHFCU account.**
- 2** **Discontinue using your old account,** but keep it open until all your outstanding checks, final direct deposits and/or automatic payments have cleared.

The **Direct Deposit Authorization Form** will notify depositors to redirect deposits to your NHFCU account.

Use the **Automatic Payment Authorization Form** to notify companies of your new account and request that future payments be withdrawn from this account.

- 3** **Close your old account.** Once your final transactions have posted and your automatic payments and direct deposits are redirected to NHFCU, close the old account completely.

Use the pre-written **Account Closure Form** to notify your previous financial institution that you are requesting to close your account.

Bring in your unused checks, deposit slips and ATM or debit cards to any location and we will safely destroy them at no charge!



## Switch Kit Direct Deposit Authorization Form

To:

CITY	STATE	ZIP
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**Re: Switching my direct deposit(s) to a new account**  
**Attn: Customer Service**

Please change my direct deposit information to my new account at Northern Hills Federal Credit Union. I have included my account information and a voided check from my new account. If you have any questions regarding this request, please contact me by phone or mail. Thank you for your prompt assistance.

I hereby authorize the company above to initiate deposits into my Northern Hills Federal Credit Union account. This authorization will remain in effect until I provide written notice of change or cancellation.

*Sincerely,*

  
X

DAYTIME PHONE #	EVENING PHONE #
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PREVIOUS ROUTING #	PREVIOUS ACCOUNT #
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**Northern Hills Federal Credit Union, PO Box 759, Sturgis SD 57785**

NEW ROUTING #	NEW ACCOUNT #
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**291479301**



# Switch Kit Automatic Payment Authorization Form

**To:** COMPANY NAME

ADDRESS

CITY STATE ZIP

**Re: Changing my automatic payments to a new account**  
**Attn: Customer Service**

Please update my automatic payment information with your company to begin making withdrawals from my Northern Hills Federal Credit Union account. I have included my account information and a voided check from my new account. If you have any questions regarding this request, please contact me by phone or mail. Thank you for your prompt assistance.

*Sincerely,*

PRINT NAME

SIGNATURE  
X

DAYTIME PHONE # EVENING PHONE #

PREVIOUS FINANCIAL INSTITUTION

PREVIOUS ROUTING # PREVIOUS ACCOUNT #

NEW FINANCIAL INSTITUTION  
**Northern Hills Federal Credit Union, PO Box 759, Sturgis SD 57785**

NEW ROUTING # NEW ACCOUNT # CHECKING ACCOUNT SAVINGS ACCOUNT

**291479301**

AMOUNT WITHDRAWN (ENTER DOLLAR AMOUNT OR "TOTAL PAYMENT")

I AUTHORIZE THIS CHANGE IN MY AUTOMATIC PAYMENTS EFFECTIVE (ENTER DATE OR "IMMEDIATE")



# Switch Kit Account Closure Form

**To:** FINANCIAL INSTITUTION

ADDRESS

CITY STATE ZIP

**Re: Closing account**  
**Attn: Customer Service**

I have recently changed financial institutions and would like to close the following account(s).

CHECK APPLICABLE:

CHECKING ACCOUNT  SAVINGS ACCOUNT  OTHER:

ACCOUNT #

NAME(S) ON THE ACCOUNT

ACCOUNT SIGNATURE X JOINT ACCOUNT SIGNATURE X

CHECK APPLICABLE:

CHECKING ACCOUNT  SAVINGS ACCOUNT  OTHER:

ACCOUNT #

NAME(S) ON THE ACCOUNT

ACCOUNT SIGNATURE X JOINT ACCOUNT SIGNATURE X

All transactions on the account(s) have been completed and all automatic payments have been stopped. Please accept this letter as my authorization to close my account and transfer funds from the account(s) to: **Northern Hills Federal Credit Union, PO Box 759, Sturgis, SD 57785**

Please make a check payable to Northern Hills Federal Credit Union and reference my name and NHFCU account #\_\_\_\_\_. If you have any questions regarding this request, please contact me by phone or mail. Thank you for your prompt assistance.

*Sincerely,*

PRINT NAME

SIGNATURE X DATE