



Switch Your Accounts

to Emporia State Federal Credit Union



Checking With Emporia State Federal Credit Union

Our members enjoy the ultimate in service, convenience and savings!

Check it out:

- No minimum balance requirements
- Free ESFCU Visa Check (Debit) Card
- Free online account access with e-teller
- Free Bill Pay service
- Free e-statements
- Immediate availability of Direct Deposited Funds

Enjoy these advantages and more when you complete the attached forms and switch to a ESFCU Checking Account!

This credit union is federally insured by the National Credit Union Administration.



It's So Easy To Switch!

Follow the instructions below to move your finances to an ESFCU account.

Step 1

Visit either of our locations (310 W. 12th Ave. or 2332 Industrial Road) to open your new account.

Step 2

Stop using your previous checking account to allow the checks you have written to clear.

Step 3

Switch your direct deposit to ESFCU. Simply fill out the Authorization for Direct Deposit form and submit it to the appropriate recipients.

Step 4

Switch your automatic payments to ESFCU. Complete the Authorization for Automatic Payment form and send it to the companies or organizations that make automatic withdrawals from your account.

Step 5

Confirm that all prior debits and credits have cleared and you have switched all of your automatic deposits and payments. Use the Authorization To Close Account form to close your old account(s).

If you have any questions, you can contact us at (620) 342-2336 or stop by either of our locations.

Authorization for Direct Deposit

Please change the account for my direct deposit.

Date: _____

Company making direct deposit: _____

Company address: _____

City

State

Zip

You are currently making automatic deposits into the following account:

My old bank: _____

My old bank's routing number: _____

My old account number: _____

*Please begin making automatic deposits into my **Emporia State Federal Credit Union** account.*

New routing number: **301178107**

New account number: _____ Checking _____ Savings _____

If you have a **four digit account number (XXXX)**, you must **put a zero before and after** your account number (**OXXXXO**).

If you have a **five digit account number (XXXXX)**, you **only** need to **put a zero after** your account number (**XXXXXO**).

Please contact me should you have any questions. Thank you.

Signature: _____

Name (please print): _____

Address: _____

City

State

Zip

Telephone: _____

Fill out this request and return for direct deposit (i.e., your employer, KPERS, Social Security).

NOTE: Other financial institutions and companies may require additional forms and/or information.

Authorization for Automatic Payment

Please change the account for my automatic payments.

Date: _____

Company receiving automatic payment: _____

Company address: _____

City

State

Zip

You are currently withdrawing funds automatically from the following account:

My old bank: _____

My old bank's routing number: _____

My old account number: _____

*Please stop making withdrawals from the account on (MM/DD/YY) ____/____/____ and start making them from my new **Emporia State Federal Credit Union Checking Account**.*

New routing number: **301178107**

New account number: _____

If you have a **four digit account number (XXXX)**, you must **put a zero before and after** your account number (**OXXXXO**).

If you have a **five digit account number (XXXXX)**, you **only** need to **put a zero after** your account number (**XXXXXO**).

Please contact me should you have any questions. Thank you.

Signature: _____

Name (please print): _____

Address: _____

City

State

Zip

Telephone: _____

Fill out this request and return to any company receiving automatic payments (i.e., utilities, insurance, investments).

NOTE: Other financial institutions and companies may require additional forms and/or information.

Authorization To Close Account

Please close my account.

Date: _____

Financial institution name: _____

Address: _____

City

State

Zip

Close the following account number(s):

Account #: _____

Account #: _____

Please contact me should you have any questions. Thank you.

Signature: _____

Name (please print): _____

Address: _____

City

State

Zip

Telephone: _____

Return form to your previous financial institution(s).

NOTE: Other financial institutions and companies may require additional forms and/or information.

Direct Deposit/Automatic Payment Worksheet

Many government agencies, including Social Security, allow you to change your direct deposit over the phone. A list of agencies and their toll-free phone numbers are as follows:

Social Security - (800) 772-1213

U. S. Dept of Veterans Affairs - (800) 827-1000

KPERS - (888) 275-5735 (Monday - Friday 8 to 4 p.m.)

Utilities

Electricity

Westar - (800) 383-1183 (Customer Service)

Gas

Kansas Gas Service (800) 794-4780 (To speak to a representative press 0)

Water/Trash

City of Emporia - (620) 343-4244

Cable

Cableone (Emporia) (620) 342-3535 or toll free (877) 692-2253

Insurance

Health Insurance

Car/Homeowners Insurance

Investments

Other

IRS Tax Return

Just a reminder that ESFCU offers a FREE Bill Pay service. It's easy to get started and set up your recurring or single payments.