

Switch Kit Instructions

- 1 Before you can open your checking account, you must first have an active Savings account, or open a new Savings account.
- 2 Once you have opened your checking account, be sure that all checks have cleared your existing account with your previous financial institution.
- 3 Be sure to stop all Automatic Payments, and Direct Deposits, from that account. (ex. Payroll deposits, Monthly Transfers from other accounts, Bill Payments, Gym or Club Memberships, Car Payments, etc.)
- 4 Once all automatic withdrawals and deposits have stopped and all checks have cleared, notify your financial institution that you will be closing your account and to transfer all balances to your *new* OFCU account. The Checking Account Closure Notice to the right will give them all the information they will need.
- 5 If you wish to set up your direct deposit to your new account, talk to your employer, or personnel department, to get started. You will need to provide them with the information to the right. (Institution name, ABA/ RT #, Account type, and Account Number.)



Get The Service You Deserve!

1-800-376-9000

www.oterofcu.org

Direct Deposit/ Automatic Withdrawal

When initiating a Direct Deposit or an Automatic Withdrawal from an account, please provide the following information.

Institution Name: Otero Federal Credit Union

ABA/Routing Number: 312270010

Account Type: Savings or Checking

Account Number:

Checking - Please use the Share Draft MICR number Located at the bottom of the check.



Routing #

Account #

Check #

A voided copy of a check provides all of the necessary numbers needed to debit or credit your checking Account. *Please do not use spaces or symbols in your application.*

Savings - Please use your 8-digit member number.

IMPORTANT INFORMATION

Otero Federal Credit Union reserves the right to restrict services to those who do not meet minimum qualifications.

Regulation "D" Restrictions on Electronic Fund Transfers

Preauthorized, automatic, or telephone withdrawals or transfers from Share Accounts are limited to no more than six transfers in each calendar month. No more than three of the six withdrawals or transfers may be made by check, share draft, or other order.

Checking Account Closure Notice

After all checks have cleared your old account, please mail this form to your old financial institution.

Name _____

Daytime Phone _____

Joint Owner if Applicable _____

Previous Financial Institution

Name of Institution _____

Account# _____

Street _____

City _____

State _____

Zip _____

Checking Account Number _____

Please Mail Balances To:

Otero Federal Credit Union
PO Box 2800
Alamogordo NM 88311

I hereby authorize the closure of my checking account. I have verified that all my outstanding checks have cleared, and all previous direct deposits and automatic payments have been stopped.

Signature _____

Date _____

Joint Owner Signature (if applicable) _____

Date _____