



## Switch to BECU

This checklist helps you organize the things you need to do when switching your relationship to BECU. Follow these simple steps and you'll begin to reap the advantages of membership.

### Open Your Accounts at BECU

1. Join BECU or open additional accounts online or at any BECU location
  - Visit any BECU financial center or apply and open new accounts online at [www.becu.org](http://www.becu.org).
2. Order your BECU checks and a BECU Debit MasterCard. You may order checks in any of the following ways:
  - Log into BECU Online Banking and select the Account Services tab, then select Reorder Checks
  - Call Deluxe, the BECU check provider, at 877-838-5287
  - Call BECU at 206-439-5700 or 800-233-2328, and choose the Order Check option
3. Set up direct deposits to your BECU checking account
  - Ask your workplace Human Resources department for a form to have your paycheck deposited directly to your BECU account. Use BECU's routing number 325081403 when you complete the form.
4. Enroll in FREE Online Banking, eStatements and Bill Payment
  - You can do this online at [www.becu.org](http://www.becu.org).
5. Switch your automatic withdrawals to be deducted from your BECU account
  - Just give your billers your BECU account number and BECU routing number 325081403 when you complete the form.
6. Switch your higher rate loans and credit cards to BECU
  - Apply online at [www.becu.org](http://www.becu.org) or in person at any BECU location.

### Close Your Old Account

1. Stop using your old account but leave enough money in your old account to cover outstanding checks or withdrawals.
2. When all outstanding checks have cleared and all automatic withdrawals have been switched to BECU, close your old account. Check with your prior financial institution to see if they require any specific forms to close your account, If you need any form notarized, you can get that done at any BECU location.

**Congratulations on switching to BECU!**



# Direct Deposit Payroll Change Request

Date: \_\_\_\_\_

To: \_\_\_\_\_

Employer Name & Organization

Street Address

City

State

Zip

From: \_\_\_\_\_

Account Holder

Account Holder

Account Holder

Street Address

City, State, Zip Code

Home Phone

## RE: Change of Direct Deposit routing

Please send my automatic direct deposit to account:

Financial Institution: \_\_\_\_\_ Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

**Please remit the funds via ACH to BECU using the ABA Routing and account number noted above.**

I hereby authorize the organization above to initiate deposit of my funds to my BECU account. This authorization will remain effective until I provide written notice of change or cancellation to the originating organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Account Closure Request

Date: \_\_\_\_\_

To:

Financial Institution Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

From:

Account Holder \_\_\_\_\_

Account Holder \_\_\_\_\_

Account Holder \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_

## RE: Notification to Close Financial Institution Account

I hereby authorize the closure of my account:

Name on the Account: \_\_\_\_\_

Closing Account Number: \_\_\_\_\_

I certify that all checks have cleared the account to be closed as well as all direct deposits and automatic payments have been stopped. By signing this form, I authorize you to release the remaining funds in my existing account in the form of a cashier's check made out to my new account:

Financial Institution: BECU Routing #: 325081403 Account #: \_\_\_\_\_

BECU  
PO BOX 34044  
Seattle WA 98124-1044

\_\_\_\_\_  
Primary Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joint Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joint Signature

\_\_\_\_\_  
Date



# Automatic Payment Change Notification

Date: \_\_\_\_\_

To: \_\_\_\_\_

Billers Company Name

Street Address

City

State

Zip

From: \_\_\_\_\_

Account Holder

Account Holder

Account Holder

Street Address

City, State, Zip Code

Home Phone

**RE: Notification to Change Automatic Payment for** \_\_\_\_\_

Please note the change in my automatic payment for account \_\_\_\_\_ to my new account:

Financial Institution: \_\_\_\_\_ Routing #: \_\_\_\_\_ Account #: \_\_\_\_\_

I hereby authorize the organization above to change my automatic payment effective \_\_\_\_\_. This authorization will remain effective until I provide written notice of change or cancellation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Loan Payoff

**Date:** \_\_\_\_\_

Please use the enclosed funds to payoff: (check one)  Loan  Line of Credit  Credit Card

Account Number: \_\_\_\_\_

## Account Information:

10 Day Payoff Amount: \_\_\_\_\_ Payoff Good Through: \_\_\_\_\_

## Please send receipt of account closure to me at the following address:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name