

BLACK HILLS FEDERAL CREDIT UNION

**SWITCHkit** 

*The easy way to switch!*



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

**BHFCU routing #: 291479592**

**Share Account #:**

**Checking Account #:**

**USE THIS SWITCH KIT ORGANIZER TO HELP IDENTIFY THE PAYMENTS AND DEPOSITS YOU NEED TO CHANGE.**

#### Direct Deposits


✓	Payments	Payor	Account #
	Employee Payroll		
	Pension/ Retirement Plans		
	Social Security		
	Investment Income		
	Child Support		
	Other		


#### Automatic Payments

✓	Payments	Merchant/Payee	Account #
	Mortgage/Rent		
	Credit Cards		
	Loans		
	Auto 1		
	Auto 2		
	Student/Other		
	Insurance		
	Home		
	Auto		
	Life/Disability/ Other		
	Gas/Oil		
	Electric		
	Cable/Internet		
	Telephone		
	Cell Phone		
	Water		
	Garbage		
	Health Club		
	Investments		
	IRA/Retirement		
	Child Support		
	Day-care		
	Charities		
	Other		

## 1 ▶ Open a BHFCU 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 BHFCU account.

 ▶ Use the **Automatic Payment Authorization Form** to notify companies of your new account and request that future payments be withdrawn from this account. Also, attach a voided check from your BHFCU account with each form to assist the organization in processing your request.

If you need additional forms, go to [blackhillsfcu.org](http://blackhillsfcu.org), then to the Switch Kit link on the homepage to print additional copies. Attach a voided check from your new BHFCU account and send to each organization that deducts from your account.

## 3 ▶ Close your old account.

Once your final transactions have posted and your automatic payments and direct deposits are redirected to BHFCU, 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 a BHFCU Member Service Center and we will safely destroy them at no charge!

With the above steps completed, you can fully enjoy the benefits of being a member at Black Hills Federal Credit Union!

*The forms we provide are generic and will be sufficient in most cases. An employer/merchant may require a separate form or other documentation.*