



We'd like to make it convenient for you to change all of your banking business to R-G Federal Credit Union with our "Switch Me Kit".

Follow these steps and please use the forms provided to make your transition to RGFCU a smooth process.

HAVE QUESTIONS?

866.852.6478 | RGFCU.COM

128 W. MARKEY ROAD, BELTON, MO
603 N. HIGHWAY 23, KNOB NOSTER, MO



CHECKLIST



- Make sure all of your checks have cleared.
- Make sure you leave enough funds in the account being closed, so that any automatic payments will be made prior to your switch.
- Send written notice to your employer and all sources that send direct deposits to your old account to notify them of your new account with RGFCU.
- Send written notices to any creditors or companies that take automatic payments from your old account and notify them of your new account at RGFCU.
- Once all of the above items are complete, send written notice to your former financial institution directing them to close your account and send the remaining balance to RGFCU.

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DIRECT DEPOSIT CHANGE FORM



Example: Payroll, Dividends, Financial aid, etc.

To: _____
Company making the Direct Deposit

Address: _____



Please switch my direct deposit that is currently going to:

Name of former Financial Institution

Account Number

Effective _____ please begin sending my Direct Deposit to:

R-G Federal Credit Union

Routing # 301080392

Account Number

Checking

Savings

Signature

Date

Printed Name

Phone Number

Social Security Number

AUTOMATIC PAYMENT CHANGE FORM



Examples: Utilities, car payments, credit payments, insurance payments etc...

To: _____
Company name

Address: _____

_____ *Account number*



Please stop my automatic payments that are currently
being withdrawn from:

_____ *Name of former Financial Institution*

_____ *Account Number*

Effective _____ please begin sending my Direct Deposit to:

R-G Federal Credit Union

Routing # 301080392

_____ *Account Number*

Checking

Savings

_____ *Signature*

_____ *Date*

_____ *Printed Name*

_____ *Phone Number*

_____ *Social Security Number*

ACCOUNT CLOSURE REQUEST



Examples: Utilities, car payments, credit payments, insurance payments etc...

To: _____
Financial Institution Name

Address: _____

Account number

By my signature I hereby authorize the closure of my account(s). I have made sure all of my checks have cleared, and I have made sure that all direct deposits and withdrawals have been canceled



Please send my remaining balance of funds in this account to:

R-G Federal Credit Union
128 West Markey Road
Belton, MO 64012

For deposit to account number _____

Signature

Date

Printed Name

Phone Number

Social Security Number