



ZIA

CREDIT
UNION

**SWITCH
KIT**

**BETTER FINANCES,
BRIGHTER FUTURE**

Getting Started



MAKE THE SWITCH TO BETTER BANKING TODAY!

We're glad you've decided to switch to Zia Credit Union. You can make the move in three easy steps. Everything you'll need is provided in this handy Switch Kit. If you need any help along the way, we are just a phone call away. Speak with a local customer service representative by calling **800-392-7629** or visiting one of our branches.

Since 1955, Zia CU has been dedicated to empowering generations of Northern New Mexican families through personalized service, education, and lending. We look forward to welcoming you to Zia CU and providing you and your family with financial solutions for years to come.



1

OPEN YOUR NEW ACCOUNT.

Easily apply online at ziacu.org or visit one of our branches to open your new Zia CU account(s).



2

SWITCH YOUR DIRECT DEPOSITS AND AUTOMATIC WITHDRAWALS.

Do you have automatic transactions? Use the forms provided to switch them to Zia CU.



3

CLOSE YOUR OLD ACCOUNT.

Now, it's all systems go. Fill out the provided form to close your old account(s). Your remaining account balances will be automatically transferred to Zia CU.

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Direct Deposit Authorization



Fill out this form and submit it to the appropriate company or your employer. You'll need one form for each direct deposit.

Use this form to authorize your employer, retirement and pension funds, or any other agency to deposit your payment directly into your Zia CU account. Use one form for each direct deposit.

NOTIFICATION OF DIRECT DEPOSIT AUTHORIZATION CHANGE

Company or Employer: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Fax Number: _____

Employee ID: _____

Effective immediately, please deposit the net amount of my check to my Zia CU account. I authorize (name of depositor) _____ to automatically deposit funds into the account below.

This authorization shall remain in place until I have submitted a new authorization, or until this authorization is changed or revoked by me in writing.

Mark your desired option.

Net Amount to Zia Credit Union **CHECKING**

Account #: _____ Routing #: 307084240

Net Amount to Zia Credit Union **SAVINGS**

Account #: _____ Routing #: 307084240

Signature: _____ Date: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

DIRECT DEPOSIT TO-DO LIST:

Make sure you have transferred all your direct deposits to Zia CU. Here is a list of the most common direct deposits to assist you:

- Payroll
- Investments
- Retirement Plans
- Social Security

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Automatic Withdrawal Authorization



Fill out this form and submit it to the appropriate company to which you make automatic payments. You'll need one form for each automatic withdrawal.

Use this form to authorize a change to any automatic payment, deductions, or withdrawals from your account. Use one form for each automatic withdrawal. Many companies and agencies also make it easy to change your account on record online.

NOTIFICATION OF WITHDRAWAL AUTHORIZATION CHANGE

Company or Employer: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Fax Number: _____

Employee ID: _____

Please **change** my automatic withdrawal from the following account:

Financial Institution: _____

Account #: _____ Routing #: _____

Please make all **future** automatic withdrawals from the following account:

Financial Institution: Zia Credit Union

Account #: _____ Routing #: 307084240

Checking or Savings

Authorization

This authorization will remain in effect until I have submitted to you a new authorization, or until you have been notified by me in writing that this authorization has been changed or revoked.

Signature: _____ Date: _____

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

AUTOMATIC WITHDRAWAL TO-DO LIST:

Make sure you have transferred all your automatic payments to Zia CU. Here is a list of the most common automatic payments to assist you:

- Home Mortgage
- Auto Loans
- Utilities
- Insurance
- Cable/Internet
- Gym/Club Membership
- Credit Cards
- Investments
- Subscriptions
- Charitable Donations

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Account Closure Authorization



You can authorize your remaining balance to be deposited automatically to your new Zia CU account(s) or paid by a check forwarded to your mailing address. Submit this form to the appropriate financial institution.

Use this form to close your account(s) at your former financial institution.
Be sure to verify any outstanding items have cleared your old account.

NOTIFICATION OF ACCOUNT CLOSURE AUTHORIZATION

To Whom It May Concern:

Financial Institution: _____

Address: _____

City, State, Zip: _____

Please close my account:

Account Number: _____

Primary Owner: _____

Address: _____

City, State, Zip: _____

Please send the remaining balance to:

Mark your desired option.

Please deposit directly to my new account at Zia Credit Union.

Account #: _____ Routing #: 307084240

Checking or Savings

Please forward me a check to my address listed below.

Primary Signature: _____

Date: _____

Secondary Signature (if applicable): _____

Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

WELCOME TO ZIA CREDIT UNION!

Congratulations, your switch to Zia Credit Union is complete. We hope you will enjoy all the benefits that come with being a member: great rates, favorable terms, rate-matching, rewards for loyalty, local customer service and much more. Welcome to the Zia Credit Union family!

DISCLAIMER

Zia CU is not responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account. Please maintain your balance in your old account to cover all outstanding deposits and withdrawals as Zia CU is not responsible for charges accrued for insufficient funds. Zia CU is not responsible for early withdrawal penalties when transferring a Certificate of Deposit. Check your maturity date before authorizing this type of request.

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