

Track your Progress

1

Open your new Austin FCU account in person at our branch or online at www.austinfcu.com.

☐

My Austin FCU account is open, and I have received my new debit card and/or checks.

2

Stop using your old checking account(s), and allow time for outstanding payments and checks to clear the account(s). Don't forget to stop any scheduled Bill Pay payments or automatic drafts.

☐

I have set up my Online Banking profile with Austin FCU.

☐

I have stopped using my old account, and I have enough funds in the old account for all items to clear (checks, ACHs, Bill Pay items, debit card transactions)

3

Routing Number: **314977418**
Checking Account Number:

☐

I have updated my direct deposit information.

☐

I have updated any automatic payments using my debit card to my new Austin FCU debit card.

4

Change your automatic payments. We recommend printing or downloading your most recent checking statement, using this statement to write a list of all the changes needed. *We have included a written list to get you started.*

☐

I have updated any automatic ACH payments and Bill Pay items to my new Austin FCU account.

5

When all of your pending payments have cleared your old account, and you see that your automatic payments and direct deposits are coming into the new account, close the old account using the form provided. *Your other bank/credit union may require their own form.*

☐

I have verified that all pending items have cleared my old account.

☐

I have closed my old account.

Direct Deposit & Payment Change Tracker

Use your old account statement and/or transaction history to fill out what items you need to change over to your new Austin FCU account. This chart can help you keep track of contact information and which items you have completed the switch for.

Deposits	Company Name and Info	Completed
Payroll		
Payroll		
Pension or Social Security		
Other		

Automatic Payments	Company Name and Info	Completed
Mortgage/Rent		
Car Payment		
Car Payment		
Insurance		
Insurance		
Phone		
Electricity		
Gas		
Water, Sewer, Trash		
Cable/Internet		

[illegible]

Authorization to Close Account

Date: _____

To: _____

From: _____

Account Number (s): _____

I hereby authorize the above listed account(s) be closed. Please mail any remaining funds in these accounts to me at the above listed address.

If there are any questions I can be reached at _____.

Signature(s):

Printed Name(s):

