



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!

**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**Automatic Payment Authorization Form** to notify companies of your new account and request that future payments be withdrawn from this account.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.*

**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		



**To:**

COMPANY NAME

ADDRESS

CITY STATE ZIP

**Re: Switching my direct deposit(s) to a new account**  
**Attn: Customer Service**

Please change my direct deposit information to my new account at Black Hills Federal Credit Union. I have included my account information and a voided check from my new account. If you have any questions regarding this request, please contact me by phone or mail. Thank you for your prompt assistance.

I hereby authorize the company above to initiate deposits into my Black Hills Federal Credit Union account. This authorization will remain in effect until I provide written notice of change or cancellation.

*Sincerely,*

PRINT NAME

SIGNATURE  
X

DAYTIME PHONE # EVENING PHONE #

PREVIOUS FINANCIAL INSTITUTION

PREVIOUS ROUTING # PREVIOUS ACCOUNT #

NEW FINANCIAL INSTITUTION  
*Black Hills Federal Credit Union, P.O. Box 1420, Rapid City, SD 57709-1420*

NEW ROUTING # NEW ACCOUNT #  
291479592

DIRECT DEPOSIT AMOUNT (ENTER DOLLAR AMOUNT OR "TOTAL DEPOSIT")

EFFECTIVE DATE (ENTER DATE OR "IMMEDIATE")



**To:**

COMPANY NAME

ADDRESS

CITY STATE ZIP

**Re: Change my automatic payments to a new account**  
**Attn: Customer Service**

Please update my automatic payment information with your company to begin making withdrawals from my Black Hills Federal Credit Union account. I have included my account information and a voided check from my new account. If you have any questions regarding this request, please contact me by phone or mail. Thank you for your prompt assistance.

*Sincerely,*

PRINT NAME

SIGNATURE  
X

DAYTIME PHONE # EVENING PHONE #

PREVIOUS FINANCIAL INSTITUTION

PREVIOUS ROUTING # PREVIOUS ACCOUNT #

NEW FINANCIAL INSTITUTION  
*Black Hills Federal Credit Union, P.O. Box 1420, Rapid City, SD 57709-1420*

NEW ROUTING # NEW ACCOUNT # CHECKING ACCOUNT SAVINGS ACCOUNT  
291479592

AMOUNT WITHDRAWN (ENTER DOLLAR AMOUNT OR "TOTAL PAYMENT")

I AUTHORIZE THIS CHANGE IN MY AUTOMATIC PAYMENTS EFFECTIVE (ENTER DATE OR "IMMEDIATE")



**To:** FINANCIAL INSTITUTION

ADDRESS

CITY STATE ZIP

**Re: Closing Account**  
**Attn: Customer Service**

I have recently changed financial institutions and would like to close the following account(s).

CHECK APPLICABLE:

CHECKING  
ACCOUNT

SAVINGS  
ACCOUNT

OTHER:

ACCOUNT #

NAME(S) ON THE ACCOUNT

ACCOUNT SIGNATURE

X

JOINT ACCOUNT SIGNATURE

X

CHECK APPLICABLE:

CHECKING  
ACCOUNT

SAVINGS  
ACCOUNT

OTHER:

ACCOUNT #

NAME(S) ON THE ACCOUNT

ACCOUNT SIGNATURE

X

JOINT ACCOUNT SIGNATURE

X

All transactions on the account(s) have been completed and all automatic payments have been stopped. Please accept this letter as my authorization to close my account and transfer funds from the account(s) to:

**Black Hills Federal Credit Union • PO Box 1420, Rapid City • SD 57709-1420**

Please make a check payable to Black Hills Federal Credit Union and reference my name and BHFCU account #\_\_\_\_\_. If you have any questions regarding this request, please contact me by phone or mail. Thank you for your prompt assistance.

*Sincerely,*

PRINT NAME

SIGNATURE

X

DATE