

MAKE THE MOVE TODAY

SWITCH KIT



Moving your account is as easy as 1-2-3 A-B-C

Moving a checking account to NSCCU can be easy! NSCCU has five **QUICK** and **EASY** steps below to get you on your way.

1 IDENTIFY ITEMS TO SWITCH

Identify the items you want to *SWITCH* to North Star Community Credit Union (NSCCU) using our *SWITCH KIT Checklist*. This may include checking and savings accounts, loans, direct deposits from employers and electronic withdrawals from bills you have set up for automatic payment.

2 OPEN NEW ACCOUNT

Establish your new account with North Star Community Credit Union. You can begin by completing the secure, online membership application at nscu.com or visiting one of NSCCU's convenient branch locations.

3 DIRECT DEPOSIT

If you currently have your payroll being directly deposited into another financial institution, inform your employer's payroll department to update your account information. Provide them with the Direct Deposit Authorization Form, which will include your new account number.

A AUTOMATIC PAYMENTS

Complete the Automatic Payment Change Form or log into your accounts online and change the payment information for any company that currently makes automatic withdrawals from your account, such as utilities, insurance, mortgage payment, car payment, gym membership, cable/internet, cell phone, etc... This would include anyone that currently uses your old debit or credit card to make payments automatically each month.

B CLOSE OLD ACCOUNT(S)

Close your account at your current financial institution with ease! Complete the Request to Close Account Form, and we will send it to your financial institution. Be sure to leave this account open long enough to allow for any outstanding checks and automatic withdrawals to clear. Once you are sure everything has transitioned to your new account, you can transfer the account balance to your new checking. You will want to destroy and remaining old checks, ATM/Debit cards, and deposit slips.

C SEE –EASY

DONE! You have switched to NSCCU!

SWITCH KIT CHECKLIST



Use this checklist to help you make the SWITCH to North Star Community Credit Union. The following is a list of bills to help you take an inventory of your existing accounts to determine what you have setup for automatic payments. Don't forget about periodic bills that you may have. Check them off as you contact each one and switch the automatic payment information to your new NSCCU account.

- Insurance (homeowners, renters, automobile, recreational)
- Loan payments (mortgage, car)
- Utilities (electricity, water/sewer, trash pickup, cable/satellite, TV, internet)
- Household bills (phone, daycare, newspaper, Paypal account)
- Membership/Subscriptions (Gym, Netflix, XM Radio, etc)

Company	Address, City, State, & Zip	Phone Number
<input type="checkbox"/>	_____	_____

DIRECT DEPOSIT AUTHORIZATION



Member: Please complete this form and send, or take, it to the payroll department of your employer (a voided check or deposit slip may also be required). If you receive direct deposits from other organizations (ex: Social Security, Military, etc.) that you would like to move to North Star Community Credit Union (NSCCU), you should provide them with a completed copy of this form also.

To Employer or Organization _____

Please accept this notice as permission to have my payroll or other periodic automatic credit deposited into the NSCCU account listed below. Discontinue any other direct deposits that are currently in place with other financial institutions.

Name: _____

Address: _____

City, State, Zip Code: _____

Please make this change effective: _____
Month / Day / Year

Please remit funds via ACH to:

North Star Community Credit Union

PO Box 10

Maddock ND 58348-0010

NSCCU ABA/Routing Number: **291378774**

NSCCU Member # _____ Checking Savings

(Your NSCCU account/member number can also be found in the bottom center of your checks.)

★ Complete to change Direct Deposit if applicable:

Please discontinue sending my automatic Direct Deposit to:

ACCT # _____ Financial Institution _____

I hereby authorize _____ (name of business)

to initiate the deposit of my funds to the NSCCU account listed above. This authorization will remain in effect until I give written notice of cancellation or change.

Signature Date ____/____/____

AUTOMATIC PAYMENT CHANGE



Member: Please complete this form for any company/organization (payee) that is paid automatically from your checking account and mail or bring it to that payee. To expedite this process, you may wish to call them directly for any specific instructions, or if possible, make the change on their website.

Note: Some automatic payments can take up to 30 days to process the change. North Star CCU cannot cancel any direct payments originating from another company.

To Company or Organization: _____

Payee Account Number: _____

Name of Accountholder: _____

Address: _____

City, State, Zip Code: _____

Please make this change effective: _____
Month / Day / Year

Please remit payment(s) via ACH from:

North Star Community Credit Union
PO Box 10
Maddock ND 58348-0010

NSCCU ABA/Routing Number: **291378774**

NSCCU Member Checking Account # _____

(Your NSCCU member account number can be found on the bottom center of your checks.)

Note: NSCCU recommends you have all automatic payments made using your checking account and routing number versus debit card in the event your debit card number changes.

Signature

____/____/____
Date

ACCOUNT CLOSING REQUEST

Please complete a copy of this form and send or take it to your bank or other financial institution.

TO PREVIOUS INSTITUTION NAME _____
ADDRESS *Physical* _____ PO BOX _____
_____ STATE _____ ZIP _____

FR ACCOUNT HOLDER NAME _____
ADDRESS *Physical* _____ PO BOX _____
_____ STATE _____ ZIP _____

I hereby authorize and instruct the named financial institution to close the account indicated and send a check for the total remaining balance, if applicable to my address listed on this form.

★ Please **CLOSE** the following Account(s) with your Institution

Account # _____

Account # _____

Account # _____

Please make this change effective: _____

Signature _____

Date ____/____/____

LOCATIONS



Maddock

109 Central Ave
Maddock, ND 58368

Rugby

241 Hwy 2 SE
Rugby, ND 58368

Bottineau

612 Main St
Bottineau, ND 58318

Cavalier

202 Division Ave S
Cavalier, ND 58220

Grafton

1225 Hill Ave
Grafton, ND 58237

Tolna

200 Main St
Tolna, ND 58380

Minot

1819 S Broadway
Minot, ND 58701

Minot AFB

210 Summit Dr
Minot AFB, ND 58705

Velva

111 Main St N
Velva, ND 58790

Willow City

386 Main St
Willow City, ND 58384

Butte

310 Main St
Butte, ND 58723

Devils Lake

1324 Hwy 2 E
Devils Lake, ND 58301

701-858-9300

1-800-410-2226

nscu.com



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