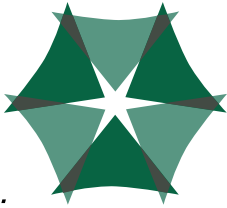


credit union
OF DENVER
SMART. LIKE YOU.



SMART Switch Kit



Switching to Credit Union of Denver is easy every step of the way!

Step 1: *Have your new Credit Union of Denver Account number available.*

Step 2: *Account Closing Letter* – This form is all ready for you to fill in the blanks and sign. It will notify your old bank about the accounts you are closing and will give direction for disbursement of any remaining funds. (Make sure you allow plenty of time for any outstanding checks or automatic payments to clear.)

Step 3: *Direct Deposit Request* – Direct Deposit simplifies everything! This form can be sent to your employer or other payment source, so your funds can be automatically deposited to your accounts each pay period. (Allow up to 30 days for processing)

Step 4: *Automatic Payment Cancellation Letter* – Fill out the prepared form for each vendor that receives an automatic payment from your checking account – your power company, insurance, etc. to switch any automatic payments so they'll come from your new Credit Union of Denver account.

What do I do with my...

Unused checks and debit card – just shred them!

Former bill payment accounts – bring us a list of your payees, and we'll help you set them up!

If you have any questions or need assistance, we are happy to help. Simply call our Member Service Call Center at 303.239.1150 or 1.800.279.3288, or stop by any of our convenient locations and our friendly staff will guide you through the easy steps to switch your accounts to Credit Union of Denver.

*Please note: Before we can open a new account, we need to have signed membership application, a photocopy of your driver's license(s) (both primary and joint account holder's), or other form of valid government issued ID, so we have it on file to accurately identify you in the future. All applications are subject to approval.

Did you know you can open Credit Union of Denver accounts online? Go to www.cudenver.com

Step
1

Open C•U•D
Account

Step
2

Close Account
Request

Step
3

Direct Deposit
Request

Step
4

Change
Automatic
Debit Request

**credit union
OF DENVER**



9305 W. Alameda Ave.
Lakewood, CO 80226
303.234.1700

Date: _____

Financial Institution: _____

Address: _____

To Whom It May Concern:

Please close my account number _____, and send a check for the remaining balance, plus all interest or dividends payable to me at the address listed below:

(Account Holder Name)

(Address)

(City, State, Zip)

Thank you.

Sincerely,

Name (please print)

Signature

Joint Owner Name (please print)

Joint Owner Signature

Step
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Request

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Request

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credit union
OF DENVER



9305 W. Alameda Ave.
Lakewood, CO 80226
303.234.1700

Date: _____

Employer/Depositor's Name: _____

Address: _____

To Whom It May Concern:

Please discontinue depositing MY ENTIRE PAYCHECK PART OF MY PAYCHECK
to the following account:

Financial Insitution: _____

Routing and Transit Number: _____

Account Number: _____

And beginning immediately, please deposit MY ENTIRE PAYCHECK
 PART OF MY PAYCHECK _____ to:
(Dollar Amount)

Credit Union of Denver
9305 W. Alameda Ave., Lakewood, CO 80226

Routing Number: 307075259

Account Number: _____
(Your Credit Union of Denver account number)

Thank you.

Name (please print) SS # _____

Signature

NOTE: For Social Security Direct Deposit, we can assist you with calling the
Social Security Administration Direct Deposit Department at 1.800.772.1213,
or signing up online at www.ssa.gov/deposit/

Step

1

Open C•U•D
Account

Step

2

Close Account
Request

Step

3

Direct Deposit
Request

Step

4

Change
Automatic
Debit Request

credit union
OF DENVER



9305 W. Alameda Ave.
Lakewood, CO 80226
303.234.1700

Date: _____

Name of Company That Makes Automatic Debit:

Address: _____

To Whom It May Concern:

You are currently debiting \$ _____ for my _____
(what payment is for)

on _____ from the following account:
(when)

Financial Institution: _____

Routing and Transit Number: _____

Account Number: _____

Please STOP debiting the above account, and make the debit from the following account:

Credit Union of Denver

9305 W. Alameda Ave.
Lakewood, CO 80226

Routing Number: 307075259

Account Number: _____

Effective Date: _____

Thank you.

Name (please print)

Signature

Address