

**Capital Credit Union makes changing financial institutions easy!  
If you have questions, contact us at 701.255.0042 or  
800.735.6922. We're here to make your change hassle-free!**

1. **Open a Capital Credit Union account.**
2. **Discontinue using your old account**, but keep it open until all your outstanding checks, final direct deposits and/or automatic payment have cleared.
  - a. Provide you employer or other income sources a copy of the **Direct Deposit Authorization Form** to redirect deposits to your new Capital Credit Union account.
3. **Close your old account.** Once your final transactions have posted and your automatic payments and direct deposits have been redirected to Capital Credit Union, close your old account completely.
  - a. Bring your unused checks, deposit slips and ATM or debit cards to any Capital Credit Union branch and we will safely destroy them at no charge.

**With the above steps completed, you can fully enjoy  
the benefits of being a member of Capital 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.*

Capital Credit Union Routing #: 291378130
Savings Account #:
Checking Account #:

**USE THIS CU SWITCH ORGANIZER TO HELP IDENTIFY THE  
PAYMENTS AND DEPOSITS YOU NEED TO CHANGE.**

**Direct Deposits**

<input checked="" type="checkbox"/>	<b>DEPOSITS</b>	<b>PAYOR</b>	<b>ACCOUNT #</b>
	<i>Child Support</i>		
	<i>Employee Payroll (1)</i>		
	<i>Employee Payroll (2)</i>		
	<i>Investment Income</i>		
	<i>Pension/Retirement Plans</i>		
	<i>Social Security</i>		

**Automatic Payments**

<input checked="" type="checkbox"/>	<b>PAYMENTS</b>	<b>MERCHANT/PAYEE</b>	<b>ACCOUNT #</b>
	<i>Cable/Internet</i>		
	<i>Cell Phone</i>		
	<i>Charities</i>		
	<i>Child Care</i>		
	<i>Child Support</i>		
	<i>Credit Card (1)</i>		
	<i>Credit Card (2)</i>		
	<i>Credit Card (3)</i>		
	<i>Electric</i>		
	<i>Garbage</i>		
	<i>Gas/Oil</i>		
	<i>Gym/Health Club</i>		
	<i>Home Phone</i>		
	<i>Insurance</i>		
	<i>Home</i>		
	<i>Auto</i>		
	<i>Life/Disability/Other</i>		

✓	PAYMENTS	MERCHANT/PAYEE	ACCOUNT #
	<i>Investments</i>		
	<i>IRA/Retirement</i>		
	<i>Loans</i>		
	<i>Auto</i>		
	<i>Auto</i>		
	<i>Student</i>		
	<i>Other</i>		
	<i>Mortgage/Rent</i>		
	<i>Water</i>		