

How to Switch Your Accounts to Alhambra Credit Union

What you'll need to get started

- The name and address of your existing financial institution(s).
- The account number, balance and outstanding transactions for the account(s) you want to close.
- A list of all your automatic withdrawals and deposit transactions with your existing financial institution(s). Some might include:

Automatic Payments/Withdrawals

Mortgage or Rent
Car Loan
Insurance
Cell Phone
Utilities
Gym Membership

Direct Deposits

Reoccurring Paycheck
Retirement or Pension Checks
Social Security Check

- Your Alhambra Credit Union Member/Account Number.

Determine the amount to transfer

Current balance of existing account	\$ _____
Less the amount of outstanding transactions	- \$ _____
Amount transferring to Alhambra Credit Union	\$ _____

Ensure your new account is active

Don't close your existing account(s) until you've confirmed that your new A.C.U. account is active and that all outstanding transactions have cleared your previous account(s).

Complete and submit the forms

Complete the three forms included below and send them to your existing financial institution(s) for processing.

We're here to help

Please call us at **602-246-5120** for assistance.

Automatic Payment/Deduction Change

Complete one of these forms for each of your existing automatic payments and withdrawals.

Please consider keeping your former account open for a couple of months to ensure all authorized automatic payment deductions are completed.



Automatic Payment/Deduction Change

Company Name

Date

Street Address

City, State & Zip

To Whom It May Concern:

Please change my automatic withdrawal(s) to the financial institution below effective with the next scheduled payment.

Payment to Account Number	Amount <input type="checkbox"/> Minimum Payment <input type="checkbox"/> Specific Amount of:	
New Financial Institution Alhambra Credit Union	New Routing Number 322172425	New Checking Account MICR #
New Financial Institution Address 7339 N 35th Ave Phoenix, Az 85051	New Financial Institution Telephone Number 602-246-5120	

If you have any questions regarding this request, please contact me.

Sincerely,

Signature

Full Name

Address

City, State & Zip

Home Phone

Direct Deposit Change

Complete one of these forms for each of your existing direct deposits.

Attach a voided check and give this form to your employer(s), Social Security Administration and/or retirement or pension administrator(s).



Direct Deposit Change

Company Name

Date

Street Address

City, State & Zip

To Whom It May Concern:

Please change my direct deposit(s) to the financial institution below effective with the next scheduled deposit(s).

New Financial Institution Alhambra Credit Union	New Routing Number 322172425	New Checking Account MICR #
New Financial Institution Address 7339 N 35th Ave Phoenix, Az 85051	New Financial Institution Telephone Number 602-246-5120	

If you have any questions regarding this request, please contact me.

Sincerely,

Signature

Full Name

Address

City, State & Zip

Home Phone

Account Closure Request

Complete one of these forms for each of your existing financial institutions.

Remember to keep your existing account(s) open until you've confirmed that your new Alhambra Credit Union account is active and that all outstanding transactions have cleared your previous account(s).

Choose below to have the funds from your former account mailed to you or wired directly into your A.C.U. account. Your former financial institution may charge you a fee for fulfilling this request.



Account Closure Request

Financial Institution Name

Date

Street Address

City, State & Zip

To Whom It May Concern:

This letter is to inform you that I have decided to close my account with your institution. Please send the entire balance and any interest accrued via:

Check to me at the address listed below.

Wire Transfer to my new account at Alhambra Credit Union.

Transfer to: First Corporate Credit Union

Routing/ABA Number: 322184578

Credit To: Alhambra Credit Union

Account Number: 322172425

Final Credit to: _____ (Member Name) Account Number: _____

If you have any questions regarding this request, please contact me.

Sincerely,

Signature

Full Name

Address

City, State & Zip

Home Phone