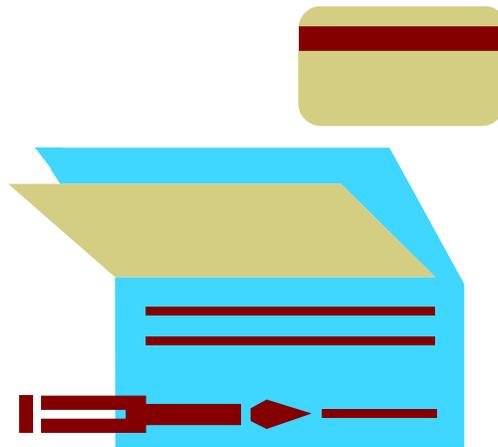




# Checking Account Switch Kit

Take the hassle out of switching your checking account with our complete and easy to understand switch kit



Switching your checking to Clearway Credit Union can be done in 4 easy steps:

1. Open your Clearway Credit Union Checking Account.
2. Change direct deposits. (Use attached form)
3. Change automatic withdrawals/payments. (Use attached form)
4. Close your old checking account. (Use attached form)

## Direct Deposit Transfer Request Form

Once you have completed this form, please deliver it to your employer/depositor for processing.

**CLEARWAY**  
CREDIT UNION

**Switch Kit**

\_\_\_\_\_  
Your Employer / Depositor Name

\_\_\_\_\_  
Your Employer / Depositor Address

\_\_\_\_\_  
Your Employer / Depositor City, State, Zip

\_\_\_\_\_  
Your Employer / Depositor Telephone Number

**To Whom It May Concern:**

**You are currently electronically depositing funds to the following account:**

\_\_\_\_\_  
Financial Institution

\_\_\_\_\_  
Routing Transit Number

\_\_\_\_\_  
Account Number

**Please stop depositing to the above account and begin depositing to the account listed below.**

**New Account Information:**

Clearway Credit Union

282975034

Routing Transit Number

\_\_\_\_\_ Savings    \_\_\_\_\_ Checking  
Account/Member Number:

**Sincerely,**

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\*Remember to include voided Clearway check with your request.

## Automatic Payment Request Form

This form should be filled out and sent to the payee or merchant with whom you currently have automatic payments set up. This would include utility companies, credit card companies, mortgage holders, etc...

**CLEARWAY**  
CREDIT UNION

*Switch Kit*

\_\_\_\_\_  
Payee or Merchant Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

### To Whom It May Concern:

You are currently withdrawing \$ \_\_\_\_\_ for payment of my \_\_\_\_\_ on the \_\_\_\_\_ of each month from the account listed below:

\_\_\_\_\_  
Financial Institution

\_\_\_\_\_  
Routing Transit Number

\_\_\_\_\_  
Account Number

**Please stop withdrawing from the above account upon receiving this letter and begin to withdraw from the account listed below:**

### New Account Information:

Clearway Credit Union

282975034

Routing Transit Number

\_\_\_\_\_ Savings    \_\_\_\_\_ Checking  
Account/Member Number:

**If you have any questions about this request, please feel free to contact me at:**

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\*Remember to include voided Clearway check with your request.

**Close Account Form**

Be sure to leave sufficient funds in your current account long enough for outstanding checks and automatic withdrawals to clear. Once all transactions have been posted and you are ready to close the account, print and complete this form, and mail it to your current financial institution.



\_\_\_\_\_  
Bank Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

**To Whom It May Concern:**

**Please close my account \_\_\_\_\_ and forward the funds**  
Account Number

**remaining in my account to:**

**Clearway Credit Union, P.O. Box 1080, Malvern, AR 72104. Clearway's routing number is 282975034. My Clearway Credit Union account number is**

\_\_\_\_\_ : \_\_\_\_ Savings \_\_\_\_ Checking

**Thank you for your assistance.**

**Sincerely,**

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Joint Owner – if applicable (Please Print)

\_\_\_\_\_  
Joint Owner Signature – if applicable

\_\_\_\_\_  
Date