

SWITCH IT!

*Easy Switch
Checklist.*

We're making it easy to switch your checking account from another institution to WesTex. Follow the steps that will guide you thru the process of switching your checking and/or savings account to WesTex. We are happy to have you as a member at WesTex!

1 OPEN AN ACCOUNT AT WESTEX

Choose the checking and/or savings account that's right for you:

- Basic Checking
- Silver Saver Checking

2 BALANCE & DISCONTINUE USE OF YOUR OLD ACCOUNT

Don't forget to leave enough money to cover any outstanding checks, debit card transactions & scheduled payments. Use the Account Balance Worksheet to help you determine your ending balance.

3 SWITCH YOUR DIRECT DEPOSITS

Switch your direct deposits by providing the WesTex routing number (311385948) and your new account number. Use the Direct Deposit Change Form to help.

4 CHANGE ANY ONLINE AND/OR AUTOMATIC PAYMENTS

Switch any automatic payments or withdrawals you may have by contacting the company you are paying, and give them your new WesTex account information and the WesTex Routing number (311385948). Use the Automatic Withdrawal Change Form for guidance.

5 CLOSE YOUR OLD ACCOUNT

Once all outstanding payments and deposits have cleared and you're certain there will be no further activity on your old account, fill out the Account Closing form and submit it to your previous bank.



ACCOUNT BALANCE WORKSHEET

Easy Switch.

Use this worksheet to balance our account beginning with the current checking account balance as shown on your most recent statement.

1 YOUR CURRENT BALANCE \$ _____
as shown on your most current statement

2 DEPOSITS
List any deposits that do not appear on your statement

DATE	AMOUNT	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	+\$ _____

Total Step 2

3 SUBTOTAL +\$ _____
Add Steps 1 and 2 together Total Step 1 + 2

4 OUTSTANDING CHECKS
List any outstanding checks, transfers, withdrawals, debit card purchases, ATM withdrawals, automatic debits, bill pay transactions and any other fees that do not appear on your statement.

DATE	AMOUNT	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	-\$ _____

Total Step 4

5 SUBTRACT STEP 4 FROM STEP 3 -\$ _____
This amount should match your account balance.

Total Step 3 - 4



DIRECT DEPOSIT CHANGE FORM

Easy Switch.

Switch any direct deposits to your new WesTex Account. You can provide this form to each depositor such as:

YOUR EMPLOYER

GOVERNMENT DEPOSIT

Social Security, Pension, Retirement, etc.

BROKERAGE DEPOSITS

Dividends, interest, etc.

TRANSFERS FROM OTHER ACCOUNTS

Accounts at other financial institutions like savings, checking, money markets, etc.

COURT ISSUED DEPOSITS

Child support or any other court-issued deposit

It is the responsibility of the member to set up any direct deposits. WesTex is not involved in setting up direct deposits, members must deliver this form and confirm changes with their employer or other depositor to have the changes made.

NAME : _____

ADDRESS : _____

CITY : _____ STATE/ ZIP : _____

E-Mail : _____ PHONE # : _____

EMPLOYER/DEPOSITOR : _____

PLEASE CHANGE MY DIRECT DEPOSIT TO:

WesTex Federal Credit Union
901 Avenue Q
Lubbock, TX 79401

WesTex Account Number : _____

WesTex Routing Number : SAVINGS CHECKING

Applicant Signature Date



AUTOMATIC WITHDRAWAL CHANGE FORM

Easy Switch.

Switch all automatic payments or withdrawals you may have by contacting the company you are paying. Give them your new account number at WesTex and include the WesTex routing number .

- | | | |
|---|---|--|
| <input type="checkbox"/> GAS | <input type="checkbox"/> MORTGAGE LOANS | <input type="checkbox"/> SECURITY SYSTEM SERVICE |
| <input type="checkbox"/> ELECTRIC | <input type="checkbox"/> AUTO LOAN | <input type="checkbox"/> STUDEN LOANS |
| <input type="checkbox"/> PHONE SERVICE | <input type="checkbox"/> TRASH | <input type="checkbox"/> COURT ISSUED PAYMENTS |
| <input type="checkbox"/> CABLE/INTERNET PROVIDER | <input type="checkbox"/> PEST CONTROL | <input type="checkbox"/> YARD MAINTENANCE |
| <input type="checkbox"/> INSURANCE - AUTO/HOME/LIFE | <input type="checkbox"/> ASSOCIATION DUES | <input type="checkbox"/> OTHER |

NAME :

ADDRESS :

CITY : STATE/ ZIP :

E-Mail : PHONE # :

PLEASE CHANGE MY AUTOMATIC PAYMENTS TO:

WesTex Federal Credit Union
901 Avenue Q
Lubbock, TX 79401

WesTex Account Number :

WesTex Routing Number :

Company Name :

Company Address :

Company Account Number :

Payments Should Come From: SAVINGS ACCOUNT CHECKING ACCOUNT

I authorize this charge to go into effect (MM/DD/YYYY) :

Applicant Signature

Date



ACCOUNT CLOSING FORM

Easy Switch.

DATE :

BANK NAME :

BANK ADDRESS :

◆ PLEASE CLOSE MY ACCOUNT

Account Number :

Please send a check for the remaining balance to the address below.
Thank you!

If you have any questions, please contact me at:

NAME :

E-Mail : PHONE # :

Owner Signature Printed Name Date

Joint Owner Signature Printed Name Date

NAME :

ADDRESS :

CITY : STATE/ ZIP :

