

Switch Kit Checklist

Print this checklist and check off the boxes on your print copy as you complete the items.

We are here to help you every step of the way.



- Open your membership and checking account at North Star Credit Union. You may do this by visiting our branch at 24 S River Street Cook, MN 55723 or by downloading the membership application.
- Verify that all checks, check card transactions, and scheduled bill payments have cleared your old checking account.
- Make certain funds are available in your old account to cover any automatic payments, checks, and check card transactions that may still be withdrawn. Check maturity dates on Certificates of Deposit if transferring in order to avoid early withdrawal penalties.
- Direct Deposit Change Request Form**
Send in written notices to companies in which you have direct deposit (employer, government deposits, pension, transfers from other financial institutions, investment dividends, child support, or court issued deposits, etc.) notifying them that you want to switch your direct deposits to your new North Star Credit Union account.
- Authorization Agreement for Direct Deposit Form**
Send written notice to set up direct deposits with any new companies or individuals. To change Social Security deposits, visit: www.ssa.gov/deposit/howtosign.htm
Or call the Social Security Administration: 1-800-772-1213 (TTY 1-800-325-0778)
North Star Credit Union Routing/Transit number: 291273510
- Authorization for Canceling Automatic Payments Form**
Send written notices to companies that automatically take payments from your checking (utilities, mortgage, insurance, brokerage, credit cards, internet service providers, transfers to banks, child support or court issued payments) notifying them that you are closing the account.
- Authorization for Automatic Payment Form**
Send a notification if you wish to add new automatic payments.
Contact companies that take payments from your old checking account using a debit card. Inform them of your new North Star Credit Union Check Card number and expiration date.
- Verify your direct deposits and automatic payments have begun posting to your new account.
- Account Closing Request Form**
Send written notice to your old financial institution informing them you are closing your account.