



Checking Switch Kit

Have you been thinking about moving your checking account, but you think it's too much of a hassle?

If you have recently moved, changed jobs, or perhaps are unsatisfied with the service you are currently receiving at your Bank or Credit Union let us help you make the "switch" to Heartland Credit Union.

Use our self-help switch kit to get started, and if you need additional assistance just stop by one of our branches or click on the "live chat" button on the left of any webpage at www.hcu.coop. A Heartland Credit Union representative will be happy to help you!

In just a few short steps you will be able to:

- Open an account with HCU
- Change your automatic deposits and payments
- Close your current account with your Bank or Credit Union

The Following Forms Will Help You With The Switch

- Heartland Credit Union Membership Application
- Direct Deposit Transfer Form
- Automatic Withdrawal/Payment Form
- Close Account Form



Direct Deposit Transfer Form

Complete this form and submit it to your employer or Social Security/Retirement Office to re-direct your electronic deposit into your new HCU Checking Account.

Date

Employer Name / Organization

Address

City State Zip

Employee# / Social Security #

Please Discontinue My Direct Deposit To:

Financial Institution

Account Number

Amount \$ _____

Please Initiate My Direct Deposit To:

Heartland Credit Union
900 E 23rd Street
Hutchinson, KS 67502

Member Name **301178372**

Routing Number

HCU Member Number

Deposit Amount \$ _____ Checking \$ _____ Savings \$ _____

If you have any questions about this request, please don't hesitate to call.
Thank you.

Employee Phone Number

Member Signature



Automatic Withdrawal/Payment Change Form

Please give this form to each company that you have a recurring automatic withdrawal or payment set up with.

To Whom It May Concern at:

Company Name

Address

City State Zip

Phone Number

My account number with you is _____, and I currently have an automatic withdrawal/payment set up with your company and I wish to change my payment instructions.

Please Stop All Debits From My Old Bank/Credit Union Account At:

Name _____
Former Bank/Credit Union

Routing Number _____ Account Number _____

As of _____, please stop debiting my Checking Savings account.
Date

Please Start All Debits From My New Account At:

Heartland Credit Union
900 E 23RD Hutchinson,
KS 67502

Routing Number – 301178372 **Account Number – _____**

As of _____, please start debiting my Checking Savings account.
Date

Member's Signature _____ Date _____



900 E. 23rd Ave, Hutchinson, KS 67502
620.669.0177 or 800.428.8472
www.hcu.coop

Please Close Old Account

Please give this form to your former financial institution, once all your checks, debit card transactions, automatic payments, bill payments, and/or direct deposits have cleared from your previous checking account.

To Whom It May Concern:

Please consider this official notice to close my account(s) with your institution.

Financial Institution

Address

City State Zip

Please close account(s)
_____, _____

Effective Date:

Please send the remaining balance to my new Heartland Credit Union account:

Heartland Credit Union
PO Box 1645
Hutchinson, KS 67504-1645

HCU Member Number **301178372**

Routing Number

Name (Please print)

Member Signature

Address

City State Zip

Phone Number



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Switch Kit Worksheet

Automatic Payments

Payment	Company	Payment Method	Account #	Date of Payment
Mortgage/Rent				
Loan Payment				
Loan Payment				
Loan Payment				
Insurance				
Insurance				
Insurance				
Credit Card				
Credit Card				
Credit Card				
Credit Card				
Gas Bill				
Electric Bill				
Cable				
Telephone				
Cell Phone				
Water/Sewer				
Garbage				
Internet Provider				
Health Club				
Investments				
Investments				
IRA/Retirements				
Charity				
Charity				
Charity				
Day Care				
Other				

Automatic Deposits

Deposits	Company	Deposit Method	Account #	Date of Deposit
Payroll				
Payroll				
Retirement				
Social Security				
Social Security				
Investment				
Investment				
Other				



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Switch Kit Bill Pay Worksheet

Automatic Payments

Payment	Company	Payment Method	Account #	Date of Payment
Mortgage/Rent				
Loan Payment				
Loan Payment				
Loan Payment				
Insurance				
Insurance				
Insurance				
Credit Card				
Credit Card				
Credit Card				
Credit Card				
Gas Bill				
Electric Bill				
Cable				
Telephone				
Cell Phone				
Water/Sewer				
Garbage				
Internet Provider				
Health Club				
Investments				
Investments				
IRA/Retirements				
Charity				
Charity				
Charity				
Day Care				
Other				