
This Business Switch Kit provides you with the tools you need to switch in 3 easy steps.

- 1 OPEN** a business account at a Vantage West Credit Union. It's easy! Just reference the document, "[Requirements to Open a Business Account](#)" (online), and then call us at (520) 298-7882 or 1-800-888-7882 to schedule an appointment at one of our branches.
- 2** At the branch, we can help you **CHANGE** your automatic deposits, payments, and withdrawals. (Or, if you want to get a headstart, you can complete the attached forms (AUTHORIZATION TO CHANGE MY ACH DEPOSIT and AUTHORIZATION TO CHANGE MY ACH WITHDRAWAL) and take them with you to your scheduled appointment at the branch.)
- 3** At the branch, we can help you **CLOSE** your account by sending the AUTHORIZATION TO CLOSE MY ACCOUNT form to your old financial institution, referencing your new account number. Your old institution will send a check directly to Vantage West for the remaining balance in your account.

Note: Allow up to ten business days for outstanding checks to clear from your old account. Destroy old unused checks, deposit slips, ATM, and debit cards.

We look forward to serving you!



Federally Insured by NCUA



Vantage West
CREDIT UNION

P.O. Box 15115 ▼ Tucson, AZ 85708

THE SWITCH KIT CHECKLIST

We can help you complete these steps at the branch.

- Open a Vantage West Credit Union account.
- Make certain enough funds are available in your old account to cover any automatic payments and checks that have not posted to the account.
- Double-check maturity dates of old accounts in order to avoid possible penalties.
- Make sure all checks, automatic payments, and scheduled bill payments have cleared on your checking account.
- Send written notice (AUTHORIZATION TO CHANGE MY ACH DEPOSIT) of the change in your banking relationship to vendors that remit automatic deposits to your account.
- Send written notice (AUTHORIZATION TO CHANGE MY ACH WITHDRAWAL) of the change in your banking relationship to vendors that automatically take payments from your checking account.
- Send written notice (AUTHORIZATION TO CLOSE MY ACCOUNT) of the change in your banking relationship to your old financial institution.



Federally Insured by NCUA



Vantage West
CREDIT UNION

P.O. Box 15115 ▼ Tucson, AZ 85708

AUTHORIZATION TO CHANGE MY ACH WITHDRAWAL

Today's Date _____
Company _____
Address _____
City, State, Zip _____

To Whom It May Concern:

This is to inform you that I have changed financial institutions.
You automatically withdrawal \$ _____ -OR- pay my bill amount from the following account.

The name of my old financial institution is _____.

Their Routing # _____ My Account # _____

I had auto withdrawal in place for _____, and the approximate
(Payment Reason)
auto withdrawal date set for _____.

Please stop making withdrawals from this account on _____ and start making them
(Date)
from my new Vantage West Credit Union account.

The Vantage West routing number is 322174708. My Vantage West account number is _____.

If you have any questions, please let me know. My phone number is (____) ____ - ____.

Sincerely,

x _____

Name _____

Address _____

City, State, Zip _____



Federally Insured by NCUA



AUTHORIZATION TO CHANGE MY ACH DEPOSIT

Today's Date _____
Company Making Direct Deposit _____
Address _____
City, State, Zip _____

To Whom It May Concern:

You currently deposit funds into the following account.

Old Financial Institution _____
Routing # _____
Account # _____

Please begin making these automatic deposits into my new account at Vantage West Credit Union.

The Vantage West routing number is 322174708. My Vantage West account number is _____.

If you have any questions, please let me know. My phone number is (___) ___ - ____.

Sincerely,

x _____

Name _____

Address _____

City, State, Zip _____





Vantage West
CREDIT UNION

P.O. Box 15115 ▼ Tucson, AZ 85708

AUTHORIZATION TO CLOSE MY ACCOUNT

Today's Date _____

Financial Institution _____

Address _____

City, State, Zip _____

To Whom It May Concern:

Please close account # _____, and send a check for the remaining balance to my Vantage West account at the address below.

*Vantage West Credit Union
PO Box 15115
Tucson, AZ 85708*

Name _____ Vantage West Acct# _____

If you have questions about this request, please contact me. My phone number is (___) ___ - ____.

X _____

SIGNATURE

X _____

CO-SIGNER SIGNATURE

NAME (Please print)

CO-SIGNER NAME (Please print)

