

Laramie Plains FCU
Switch Kit

Laramie Plains FCU recognizes that changing accounts can be a difficult process. The enclosed forms will assist you in the process of transferring automatic payments, direct deposits and closing your previous account.

The following checklist will help ensure that other aspects of moving the account are considered.

As a full-service financial institution, our friendly, helpful staff can assist you in transferring Certificates of Deposit, Individual Retirements Accounts (IRA's), loans and all other services to Laramie Plains FCU.

It is our goal to save you time and money by taking care of all your financial needs in one convenient location.

Checklist

Laramie Plains FCU debit cards have been ordered, received and activated	
Laramie Plains FCU checks have been ordered and received.	
All automatic withdrawals have been transferred.	
All direct deposits have been transferred.	
Online Banking, Bill Pay and E-statements and E-alerts have been activated at your request	
Debit Cards from your previous account have been cancelled and shredded.	
Checks from your previous account have been shredded.	
Unused or unwanted accounts have been closed.	

The provided forms are generic and will be satisfactory for most employers, merchants and financial institutions. However, some may require a separate form or specific documents to be completed.

Laramie Plains FCU Routing Number:

307086879

Your Laramie Plains FCU Account Number:

To help you identify the payments and deposits that need changed, please use the following tables.

Direct Deposits

X	Deposits	Payor
	Payroll	
	Payroll	
	Pension/ Retirement Plans	
	Investment Income	
	Child Support	
	Social Security	

Payments

X	Payments	Payee-Merchant
	Mortgage/Rent	
	Loans	
	Auto	
	Auto	
	Other	
	Credit Cards	
	Insurance	
	Auto	
	Home	
	Life/Disability	
	Other	
	City Utilities	
	Electric	
	Gas	
	Telephone	
	Cell Phone	
	Cable/Dish	
	Internet	
	Investments	
	Retirement	
	Child Support	
	Day Care	
	Charities	
	Other	

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Change of Automatic Withdrawal Notice

To:

Company Name		
Mailing Address		
City	State	Zip

To Whom it May Concern:

Please change my automatic payment information to reflect my new account with Laramie Plains FCU. I have included a voided check and my new account information for your records. If you have any questions regarding this matter, please feel free to contact me at the phone number or address listed below. Thank you for your assistance in completing this transition.

Previous Financial Institution	
Previous Routing Number	Previous Account Number
New Financial Institution Laramie Plains FCU, 365 N Third St. Laramie, WY 82072	
New Routing Number 307086879	New Account Number
Amount of Withdrawal	
Effective Date of Change	

Thank you,

Printed Name		
Signature	Date	
Address		
City	State	Zip
Phone Number		

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New Financial Institution Laramie Plains FCU, 365 N Third St. Laramie, WY 82072	
New Routing Number 307086879	New Account Number
Amount of Withdrawal	
Effective Date of Change	

Thank you,

Printed Name		
Signature	Date	
Address		
City	State	Zip
Phone Number		

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Change of Automatic Withdrawal Notice

To:

Company Name		
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Previous Routing Number	Previous Account Number
New Financial Institution Laramie Plains FCU, 365 N Third St. Laramie, WY 82072	
New Routing Number 307086879	New Account Number
Amount of Withdrawal	
Effective Date of Change	

Thank you,

Printed Name		
Signature	Date	
Address		
City	State	Zip
Phone Number		

Laramie Plains FCU
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Change of Direct Deposit Notice

To:

Company Name		
Mailing Address		
City	State	Zip

To Whom it May Concern:

Please change my direct deposit information to reflect my new account with Laramie Plains FCU. I have included a voided check and my new account information for your records. If you have any questions regarding this matter, please feel free to contact me at the phone number or address listed below. Thank you for your assistance in completing this transition.

I hereby authorize the above company to initiate deposits into my Laramie Plains FCU account. This authorization shall remain in effect until I provide written notice of change or cancelation.

Previous Financial Institution	
Previous Routing Number	Previous Account Number
New Financial Institution Laramie Plains FCU, 365 N Third St. Laramie, WY 82072	
New Routing Number 307086879	New Account Number
Amount of Withdrawal	
Effective Date of Change	

Thank you,

Printed Name		
Signature	Date	
Address		
City	State	Zip
Phone Number		

Laramie Plains FCU
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Change of Direct Deposit Notice

To:

Company Name		
Mailing Address		
City	State	Zip

To Whom it May Concern:

Please change my direct deposit information to reflect my new account with Laramie Plains FCU. I have included a voided check and my new account information for your records. If you have any questions regarding this matter, please feel free to contact me at the phone number or address listed below. Thank you for your assistance in completing this transition.

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Previous Financial Institution	
Previous Routing Number	Previous Account Number
New Financial Institution Laramie Plains FCU, 365 N Third St. Laramie, WY 82072	
New Routing Number 307086879	New Account Number
Amount of Withdrawal	
Effective Date of Change	

Thank you,

Printed Name		
Signature	Date	
Address		
City	State	Zip
Phone Number		

Laramie Plains FCU
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Account Closure Notice

To:

Financial Institution		
Mailing Address		
City	State	Zip

To Whom it May Concern:

Please accept this letter as my authorization to close the account listed below. All transactions on the account have been completed and all my automatic payments have been stopped. Thank you for your assistance in this matter.

Account Number (s)
Name(s) on the Account
Primary Account Holder's Printed Name
Primary Account Holder's Signature
Joint Account Holder's Printed Name
Joint Account Holder's Signature

Please remit any remaining funds in the account for my benefit to:

Laramie Plains FCU
365 N. Third St
Laramie, WY 82072

If you have any questions or concerns regarding the above request, please feel free to contact me at the following number: _____. Thank you again for your assistance in this matter.