

# It's easy to make the Switch - to Star USA!

The attached three forms make transferring your checking account to Star USA easy. Follow the instructions listed on each, and if you have any questions contact one of our branches or just call 800-628-2120. We're available Monday through Friday from 8:00 am to 5:00 pm, and on Saturdays from 9:00 am to 1:00 pm. Or you can go to our website at [www.star.coop](http://www.star.coop).

## Automatic Withdrawal Form

- Send to companies that automatically deduct from your checking account
- Include a voided Star USA check from your new account

## Payroll Direct Deposit

- Have your paycheck automatically deposited into your new Star USA checking account

## Please Close My Account

- Complete and send to your old financial institution to close your old checking account
- Be sure to ensure all checks have cleared before closing



[www.star.coop](http://www.star.coop)

# Automatic Withdrawal Change Form

\_\_\_\_\_  
Name of company making automatic withdrawals (originating company)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

To (Originating Company) \_\_\_\_\_

Regarding my account # \_\_\_\_\_

You are currently debiting my \_\_\_\_ Checking \_\_\_\_ Savings

Account # \_\_\_\_\_

At Financial Institution \_\_\_\_\_

Effective \_\_\_\_\_, please cancel the above transaction and begin debiting my account at Star USA Federal Credit Union:

Member # \_\_\_\_\_ Withdraw from: \_\_\_\_ Checking \_\_\_\_ Savings

Star USA FCU Routing Number: 251983691

If you have questions, please contact me at:

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

Enclose a voided Star USA FCU check, and mail the completed form to the company who is withdrawing funds for the above recurring payment.



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# Payroll Direct Deposit

To set up Direct Deposit of your paycheck to Star USA FCU, simply complete this form and take it to any of our branches, or mail it to:

Star USA Federal Credit Union  
One Cantley Drive  
Charleston, WV 25314

We will take care of the rest. We'll contact your employer to set up your payroll Direct Deposit to your Star USA account. You may also bring your completed form to your employer's payroll office.

## Member Information

Member Name

Street Address

City, State, Zip

Phone Numbers (daytime and evening)

Deposit to: \_\_\_\_\_ Checking \_\_\_\_\_ Savings

Member Number

## Payroll (Please complete all fields below)

Employer Name

Mailing Address

City, State, Zip

Payroll Contact

Phone

By completing this authorization for Direct Deposit, I am authorizing the automatic deposit of my payroll or other funds into my Star USA Federal Credit Union account. This authorization is to remain in effect until the payment originator has received written notification modifying or revoking my authorization. I acknowledge I must allow the payment originator a reasonable period of time to act on my notification.

Member Signature

Date

Star USA Federal Credit Union Routing Number: **251983691**  
Any questions please contact Star USA at 800-628-2120



[www.star.coop](http://www.star.coop)

# Please Close My Account

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Date

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Name of Financial Institution

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Address

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City, State, Zip

To Whom It May Concern:

Please close my account # \_\_\_\_\_ and send a check for the remaining balance to me at the address below. If you have any questions, please contact me by telephone at \_\_\_\_\_.

Sincerely,

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Signature

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Name

---

Address

---

City, State, Zip

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Co-Owner Signature

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Co-Owner Name (printed)

Please ensure all checks have cleared your account before closing. Mail this completed form to your old financial institution.



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