

We'll make it quick and easy to switch your business accounts to Interra Credit Union. Complete the enclosed Account Switch forms and bring them to Interra and meet with one of our Member Service Representatives.

1. Have your Interra Credit Union account number(s) ready when completing the authorization forms in the switch kit:

Account Number: \_\_\_\_\_

Checking:

Savings:

Other:

Interra Credit Union's Routing/ABA Number: 271291017

2. Gather information to switch your **Automatic Deposits**.

- Complete a copy of the enclosed Automatic Deposit Change request form for each automatic depositor.
- Make sure to include your Merchant Credit Card Processor and other regular depositors.

3. Gather information to switch your **Automatic Payments/Withdrawals and Online Payments**.

- Complete a copy of the enclosed Automatic Payments/Withdrawals Change request form for each automatic payment or other automatic withdrawals.
- Make sure to include Payroll Services and other companies who make automatic withdrawals from your account.

4. Close out any checking, savings and bill pay accounts using the **Authorization to Close Account** form.

5. Transfer high-rate credit card balances to your Interra Credit Union Visa using the **Balance Transfer Authorization**.

**For additional information** or help switching your accounts to Interra Credit Union please visit a local branch or call 574-534-2506 and ask to speak to a Member Service Representative.

STEP 1



# Automatic Deposits Change

Date: \_\_\_\_\_

Name of Company making Automatic Deposits:

\_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

“Old” Account Number: \_\_\_\_\_

### To Whom It May Concern:

Please redirect the automatic deposits from the above business account number to the new Interra Credit Union account number as instructed below.

**Effective:** \_\_\_\_\_ Immediately  
\_\_\_\_\_ Beginning \_\_\_\_/\_\_\_\_/\_\_\_\_

Interra Account Number: \_\_\_\_\_ ABA Routing Number: 271291017

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

[Signature of Notary]

\_\_\_\_\_

[Typed Name of Notary]

NOTARY PUBLIC  
My commission expires: \_\_\_\_\_, 20\_\_\_\_.

[Notary Seal]

**STEP 2**



# Automatic Payments/ Withdrawals Changes

Date: \_\_\_\_\_

Name of Company making Automatic Withdrawals:

\_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

“Old” Account Number: \_\_\_\_\_

### To Whom It May Concern:

Please redirect the automatic withdrawals from the above business account number to the new Interra Credit Union account number as instructed below.

**Effective:** \_\_\_\_\_ Immediately  
\_\_\_\_\_ Beginning \_\_\_\_/\_\_\_\_/\_\_\_\_

Interra Account Number: \_\_\_\_\_ ABA Routing Number: 271291017

Signature: \_\_\_\_\_

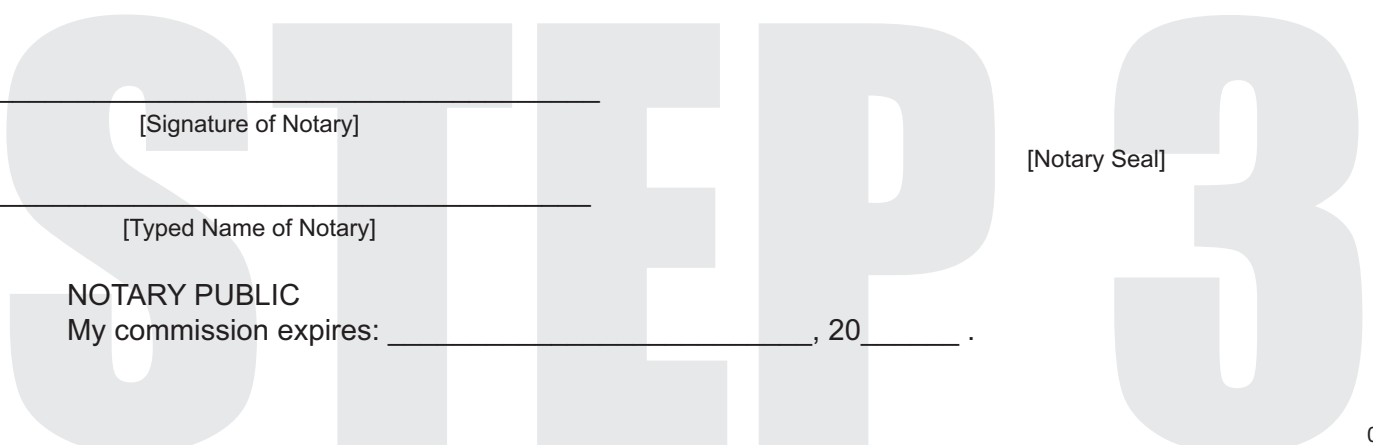
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
[Signature of Notary]

\_\_\_\_\_  
[Typed Name of Notary]

NOTARY PUBLIC  
My commission expires: \_\_\_\_\_, 20\_\_\_\_.

[Notary Seal]





# Authorization to Close Account

**Instructions:** Complete this authorization to close accounts at other financial institutions and have funds transferred to your Interra Credit Union account. Print one authorization for each financial institution where you have accounts. Remember to destroy old checks and your old ATM and debit cards.

Date: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

To Whom It May Concern:

Please close my account(s) with your financial institution:

Account Numbers: \_\_\_\_\_

Account Holders: \_\_\_\_\_

And send a check for the remaining balance(s) to my account at:

**Interra Credit Union**  
Attn: Business Services  
P.O. Box 727  
Goshen, IN 46527-0727

**Routing Number:** 271291017

Account Number \_\_\_\_\_  Savings  Checking (check one)

I have also made arrangements to discontinue the direct deposit and automatic withdrawal of funds from account(s) with your financial institution.

If you have any questions about this request, please contact me.

\_\_\_\_\_ (phone number).  day  evening (check one)

Thank you.

Sincerely,

Account Holder 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account Holder 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
[Signature of Notary]

\_\_\_\_\_  
[Typed Name of Notary]

[Notary Seal]

NOTARY PUBLIC  
My commission expires: \_\_\_\_\_, 20\_\_\_\_\_ .



# Authorization to Transfer Credit Card Balances

**Transfer your high rate balances to your Interra Credit Union Visa Business Card**  
Rates as low as: 9.90% APR\* • NO annual fee

Instructions: Complete this authorization to have credit accounts with other creditors switched to your Interra Credit Union Visa Business. Use more forms as needed. Return this form to Interra Credit Union.

### Balance Transfer #1 Information:

### Balance Transfer #2 Information:

Name of Creditor: \_\_\_\_\_

Name of Creditor: \_\_\_\_\_

Payment Address: \_\_\_\_\_

Payment Address: \_\_\_\_\_

City/State/Zip+4: \_\_\_\_\_

City/State/Zip+4: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

Amount to Transfer: \_\_\_\_\_

Amount to Transfer: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Interra Credit Union Account Number: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Balance transfers will be treated as cash advances. Please continue to make payments on your other credit accounts until the Credit Union notifies you that the balance(s) have been transferred. Payment of the amount(s) authorized by you may or may not satisfy any outstanding balance(s) on the designated account(s). The Credit Union is not responsible for any remaining balance(s) or additional charges resulting in any delay on the payment and transfer of balance(s). The total amount(s) paid and transferred cannot exceed your account credit line. The Credit Union reserves the right to refuse any balance transfer request. Balance transfers do not carry a grace period.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Annual Percentage Rate

