

Ready to join our Credit Union Family? We've made switching easy.

Holy Rosary has taken the hassle out of switching. The steps listed below will guide you through the process of opening your account, changing your direct deposits and automatic payments, even closing your old account. You're just five steps away from being all set up with your Holy Rosary *FREE* Checking Account. Excited? So are we!

Step 1 - Apply for a Holy Rosary checking account

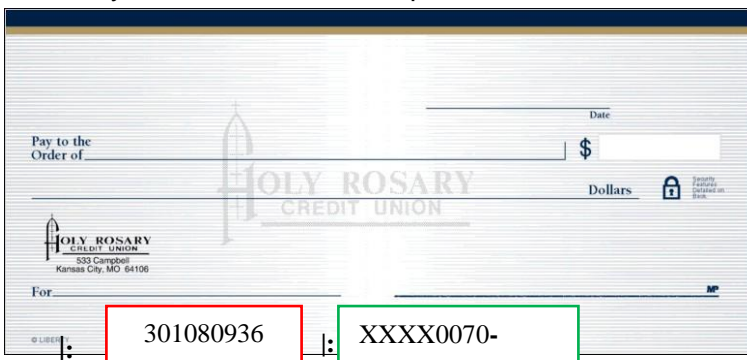
- If you already have a Holy Rosary Checking Account, proceed to step 2. If you do not have a Holy Rosary Checking Account, stop by or call your Credit Union.

Step 2 - Stop using your former checking account

- Be sure to leave sufficient funds in your former account to cover all outstanding checks and automatic payments.
- Dispose of your old checks and any debit or credit cards associated with that account.

Step 3 - Change your direct deposits

- Arrange to transfer direct deposits to your new checking account. You may take our [Automatic Deposit/Payment Transfer Form](#) to your employer
- If you receive Social Security payments, call 800.772.1213 or visit your local office to make the switch.
- We will print out a copy of your account number and routing number on a special receipt or it can be found on your checks; see example below:



Routing #
301080936

Account #
Base Account number which is 4 or 5 digits
plus two zeros plus 70 (for checking)
**(HINT: Don't put the last check digit
number down after the 0070.)**

Step 4 - Change your automatic payments

- Complete the appropriate form or letter for all of your automatic payments and arrange to transfer any automatic payments to your new checking account.

Step 5 - Close your former account

- Allow all outstanding checks and automatic payments to clear and balance your former account.
- Transfer remaining funds out of your account and close the account.



Direct Deposit Change Form
Give to Human Resources/Payroll Deposit

Please reroute my direct deposit per my instructions below:

Previous Financial Institution _____ Checking # to be discontinued _____

My Name _____ Daytime Phone _____

Address _____ City _____ State _____ Zip _____

I authorize my direct deposit to be routed to Holy Rosary Credit Union at ABA Number 301080936
in Account Number _____ Checking (add 0070 to Acc. #) Savings (add 0000 to Acc. #)

Authorized Signature _____ Date _____

533 Campbell, Kansas City, MO 64106 • 816.221.2734 (Phone) 816.221.4264 (Fax) • www.HolyRosaryCU.org



Automatic Payment Change Form
Give this to Company/Payee (i.e., gas company, cable)

Please reroute this automatic payment per my instructions below:

Company to receive payment: _____ Account Number of Company _____

Company's Address _____ City _____ State _____ Zip _____

Payment Amount _____ Monthly Weekly

I authorize my automatic payment to be debited from Holy Rosary Credit Union Account:
ABA Number 301080936, Account Number _____ Checking (add 0070 to the account #)
Effective Date: _____ Savings (add 0000 to the account #)

Authorized Signature _____ Date _____

533 Campbell, Kansas City, MO 64106 • 816.221.2734 (Phone) 816.221.4264 (Fax) • www.HolyRosaryCU.org



Checking Account Closure Form
Give this to previous financial institution

Please close this checking account per my instructions:

Previous Financial Institution _____ Check Account Number to be Closed: _____

Name(s) on Account _____ Daytime Phone _____

Address on Account _____ City _____ State _____ Zip _____

I authorize the closure of my account effective as of this date _____. Please transfer any remaining balance to:
Holy Rosary Credit Union, ABA Number 301080936
533 Campbell, Kansas City, MO 64106, 816.221.2734
Account Number: _____ Checking (add 0070 to acc. #) Savings (add 0000 to acc. #)

Authorized Signature _____ Date _____

533 Campbell, Kansas City, MO 64106 • 816.221.2734 (Phone) 816.221.4264 (Fax) • www.HolyRosaryCU.org

