



CHECKLIST

1. Make sure all your checks have cleared from your previous account.
2. Send the Direct Deposit Form to your employer to start depositing into and /or withdrawing from your new account.
3. Send the Automatic Payments Form to your vendors to start withdrawing funds from your new account.
4. Send the Account Closure Form to your current financial institution to have them send you any remaining balance.
5. Destroy your old unused checks, deposit slips, and your old ATM and debit cards.





DIRECT DEPOSIT FORM

**COMPLETE AND SUBMIT TO YOUR HUMAN RESOURCES/
PAYROLL DEPARTMENT.**

Member Name

Member Address

Please re-route my direct deposit per my instructions below. I authorize that you stop direct deposit on the below account.

Current Financial Institution

Routing Number

Account Number

Name(s) on Account

I authorize my direct deposit to be routed to Canyon State Credit Union:

Routing Number: 322172849

Checking

Saving

Account Number

Authorized Signature

Date

Please contact your employer for specific requirements regarding direct deposit changes.

Please make copies of this form as needed.





AUTOMATIC PAYMENTS FORM

COMPLETE AND SUBMIT TO YOUR PAYEES WITH AUTOMATIC PAYMENTS

Member Name

Member Address

Please route this payment instruction.
Company/ Payee Information:

Company Name

Company Address

City : _____

State: _____

Zip: _____

Account Number

Name(s) on Account

Payment Amount: _____

_____ Monthly _____ Weekly

I authorize my automatic payment to be debited from my Canyon State Credit Union Account.

Routing Number: 322172849

Account Number

Checking

Saving

Authorized Signature

Date

Please contact your payee for specific requirements regarding automatic payment changes.

Please make copies of this form as needed.





Account Closure Form

COMPLETE AND SUBMIT TO CURRENT FINANCIAL INSTITUTION

Member Name Member Address

Please close this account per my instructions.

Current Financial Institution Current Account Number

Name(s) on Account

I authorize the closure of my account effective as of this date: _____ / _____ / _____

Please send any remaining balance as directed below:

Choose One: _____ Canyon State Credit Union
3440 W Deer Valley Road
Phoenix, AZ 85027
(will be deposited into checking account)

_____ My Address _____

Canyon State Account Number _____

Authorized Signature Date

Please contact your current financial institution for specific requirements regarding closing your account(s).

Please make copies of this form as needed.

