

# SWITCHING ACCOUNTS MADE EASY

Follow this step by step checklist and you'll be switched in no time!



P.O. Box 578  
Deer Park, TX, 77536-0578  
713-844-1100  
800-388-5542

- 1 Have your new Shell Federal Credit Union account number(s) ready.

Account Number: \_\_\_\_\_ Routing Number: 313080636

- 2 Switch direct deposits/automatic deposits: (Use appropriate change notice)

- |  |  |
|--|--|
| <input type="checkbox"/> Employer deposit        | <input type="checkbox"/> Brokerage deposits                      |
| <input type="checkbox"/> Government deposit      | <input type="checkbox"/> Child support or court-ordered deposits |
| <input type="checkbox"/> Social Security Admin.* | <input type="checkbox"/> Other                                   |

Send written notice to set up direct deposits with new companies or individuals.

\*To change Social Security deposits, visit: [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm)  
or call Social Security Administration: 1-800-772-1213 (TTY 1-800-325-0778)

- 3 Switch automatic payments/withdrawals: (Use appropriate change notice)

- |  |   |
|--|---|
| <input type="checkbox"/> Mortgage/Rent                   | <input type="checkbox"/> Auto                 |
| <input type="checkbox"/> Association Fees                | <input type="checkbox"/> Club/Membership Dues |
| <input type="checkbox"/> Internet service                | <input type="checkbox"/> Cable TV/Satellite   |
| <input type="checkbox"/> Investments                     | <input type="checkbox"/> Credit Cards         |
| <input type="checkbox"/> Utilities: Electric, Gas, Water | <input type="checkbox"/> Phone/Cell Phone     |
| <input type="checkbox"/> Online billing                  | <input type="checkbox"/> Other                |

- 4 Once you switch everything to your Shell FCU account, send written notice to your previous financial institution to close their account.

## AUTOMATIC DRAFT CHANGE NOTICE

Send to companies where you have electronic deposits or payments such as:

*Mortgage/Rent, association fees, Internet service, investments, utilities (electric, gas, water), online billing, auto, club/membership dues, cable TV/satellite, credit cards, phone/call phone, other.*

I'm switching to Shell Federal Credit Union.

My Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

SSN# \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Change my electronic pymt: \$ \_\_\_\_\_

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Electronic Pymt Acct No.

To: Shell Federal Credit Union  
P. O. Box 578, Deer Park, TX 77536-0578  
Telephone: 713-844-1100 or 800-388-5542

Shell Federal Acct No. \_\_\_\_\_

Shell Federal Credit Union Routing Number  
**313080636**

I authorize this change in Electronic Pymt.

Effective Date \_\_\_\_\_

Signature \_\_\_\_\_

Joint Signature \_\_\_\_\_

Today's Date \_\_\_\_\_



## DIRECT DEPOSIT/PAYROLL DEDUCTION CHANGE NOTICE

Send to present employer. (Your employer may require you to complete additional forms for authorization.)

I'm switching to Shell Federal Credit Union.

My Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

SSN# \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Change my direct deposit / payroll deduction.  
Paycheck Social security check  
Pension check Government check

To: Shell Federal Credit Union  
P. O. Box 578, Deer Park, TX 77536-0578  
Telephone: 713-844-1100 or 800-388-5542

Shell Federal Credit Union Routing Number  
**313080636**

Shell Federal Account Number \_\_\_\_\_

Previous Financial Institution \_\_\_\_\_

Previous Account Number \_\_\_\_\_

I hereby authorize \_\_\_\_\_  
Name of Company

Effective Date \_\_\_\_\_

Signature \_\_\_\_\_

Today's Date \_\_\_\_\_



## CHECKING ACCOUNT CHANGE NOTICE

Send to financial institution that has your current checking account.

I'm switching to Shell Federal Credit Union.

My Name \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip \_\_\_\_\_

SSN# \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Please close my checking account at:

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

\_\_\_\_\_  
Current Checking Account Number

Please check one:

Mail the balance of my checking account to my home address above.

Send the balance of my checking account to be deposited at Shell FCU (see address below)

Shell Federal Checking Account No. \_\_\_\_\_

Shell Federal Credit Union  
P. O. Box 578, Deer Park, TX 77536-0578  
Telephone: 713-844-1100 or 800-388-5542

I authorize the closure of my Checking Account.

Effective Date \_\_\_\_\_

Signature \_\_\_\_\_

Joint Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

