



LOUISIANA USA FEDERAL CREDIT UNION

SWITCH KIT

5 EASY STEPS TO SWITCH TO LOUISIANA USA

1

Become a Member of Louisiana USA and Open an Account

You can do this at our branch on Airline Hwy or by visiting lausafcu.org/cdd-form.

2

Stop Using Your Old Account

Destroy any unused checks, deposit slips and ATM/debit cards. Let all of your outstanding checks clear. We recommend that you keep this account open for at least 30 days after switching to Louisiana USA to avoid accidentally bouncing any items (such as an outstanding check, automatic draft, debit card transaction, etc.).

3

Change Direct Deposits

If your paycheck is being automatically deposited into another checking account, complete the Direct Deposit Form within this Switch Kit and give it to your HR or Payroll Department. *If you are receiving deposits from the Social Security Administration or a retirement plan, contact those institutions.

Louisiana USA Routing Number: 265473508

4

Change Automatic Payments

Use the Automatic Payment/Deposit Checklist to determine which companies you need to notify that you have switched your checking account to Louisiana USA.

5

Say Goodbye! Close Your Old Checking Account

Once all outstanding charges have cleared, you are free to close your old checking account! Keep in mind that other financial institutions may require you to complete this step in person. For any money left over in that account, be sure to get a check and deposit it into your new checking account with Louisiana USA.

Contact us if you experience any trouble during your switch or require additional assistance.

Welcome to the family!



Direct Deposit Authorization Form

Attention Employer: If you are unable to accept this form, please mail the authorized form that your organization uses to the address below.

Name

Address

City

State

ZIP Code

Deposit Instructions:

Louisiana USA Federal Credit Union

10289 Airline Highway

Baton Rouge, LA 70816

Routing #265473508

(225) 292-8910

_____	\$ _____	\$ _____
Checking Account #	Full Amount	Specific Amount
_____	\$ _____	\$ _____
Savings Account #	Full Amount	Specific Amount
_____	\$ _____	\$ _____
Other Account #	Full Amount	Specific Amount

I authorize:

- The company listed above to initiate deposits to the above named account(s).
- Louisiana USA Federal Credit Union to credit entries to the above named account(s).
- That this authorization replaces any previous authorization to remain in effect until I send written notice of change or cancellation.

Signature

Date

Printed Name

SSN

Address

Telephone #

City

State

ZIP Code

Attach a voided check and/or deposit slip from the above identified accounts.



Automatic Payment/Deposit Checklist

You may or may not have your monthly payments drafted from your old checking account to the following providers. This checklist is a tool to help you ensure that all current automatic payments will now be drawn from your new account with Louisiana USA - not your old account. You may have other payments being drafted; this is just a list of the most common automatic payments. We encourage you to review your last three bank statements to see all automatic drafts that need to be switched over.

- Mortgage
- Cell Phone
- Home Telephone
- Electricity
- Water
- Sewer/Trash Collection
- Internet
- Cable
- Subscriptions (Netflix, Hulu, etc.)
- Credit Cards
- Home/Car/Life Insurance
- Loans
- Investments
- Health Clubs
- Charities
- Social Security
- Employer
- Other _____

To change your automatic payments to draft from your new Louisiana USA checking account, each of these companies will need to be contacted individually. **A Louisiana USA Representative will be happy to assist you with this.** These companies may ask for a voided check from your new checking account along with your account number, Louisiana USA's routing number (265473508) and other information to verify that you have access to this account.

We're here to make this transition as easy as possible for you! Please call us with any questions or concerns you may have at (225) 292-8910.