



EverythingCU.com
4 Open Square Way, Suite 411
Holyoke, MA 01040

Adam Lueb,

Here is where You could put in custom text for your switch kit introduction letter.

It automatically formats the spaces between paragraphs.

Everything for the switch kit will be formatted for your credit union. It will have your logo, routing number, city, state, zip, and phone numbers.

Thank you,

EverythingCU.com Staff



Switch Kit Check List

Phone: 800-860-7705 • Routing/ABA Number: **123456789** • Your Account Number: **111111111**

Mail in change letter for Verizon

Account #	Phone #	Average Amount	Date Mailed	Date Confirmed
123456789			/ /	/ /

Mail in change letter for EverythingCu.com

Phone #	Average Amount	Date Mailed	Date Confirmed
		/ /	/ /

Mail in closure letter for EverythingBanks.com (*only once all automatic credits and debits have been switched and all outstanding checks have cleared*)

Account #	Phone #	Date Mailed	Date Confirmed
1111111112		/ /	/ /

Adam Lueb
55 Noname street.
Holyoke, MA 55555

Verizon
55 Verizon Way
San Diego , CA 12345

To whom it may concern,

I have recently changed financial institutions and I hereby authorize you to switch the following regular payment over to my new account at EverythingCU.com, routing number **123456789**, account number **111111111**. My account information is as follows:

Adam Lueb
Account Number: 123456789

Please contact me at 413-555-5555 or EverythingCU.com at 800-860-7705 with any questions.

Thank you,

Adam Lueb
Phone: 413-555-5555

Adam Lueb
55 Noname street.
Holyoke, MA 55555

EverythingCu.com
55 CU Lane
Holyoke , MA 55556

To whom it may concern,

I have switched financial institutions and I hereby authorize you to switch my Direct Deposit over to my new account at EverythingCU.com, routing number **123456789**, account number **111111111**.

Please contact me at 413-555-5555 or EverythingCU.com at 800-860-7705 with any questions.

If this letter is not sufficient to have my Direct Deposit changed, please contact me and/or send me the necessary forms.

Thank you,

Adam Lueb
Phone: 413-555-5555

Adam Lueb
55 Noname street.
Holyoke, MA 55555

EverythingBanks.com
55 Bank Street
Holyoke , MA 55556

To whom it may concern,

I hereby authorize the closure of my account effective **6/21/2005** . The account information is as follows:

Adam Lueb
Account Number: 111111112

Please transfer any remaining balance via check to:
EverythingCU.com
4 Open Square Way, Suite 411
Holyoke, MA 01040

or electronically to EverythingCU.com. Routing number **123456789**, account number **111111111**.

Please contact me at 413-555-5555 or EverythingCU.com at 800-860-7705 with any questions.

Thank you,

Adam Lueb
Phone: 413-555-5555