

SWITCHING IS EASY

With our simple *Switch Kit* guide, we take the worry out of changing financial institutions. Moving your accounts to SPCO Credit Union is fast, simple and convenient. And when you transition to a SPCO Credit Union checking account, you'll enjoy worldwide ATM access, free online account access, no per check charge and much more!

Complete the following forms:

1. Authorization to Transfer Funds - Complete and submit this form to your previous financial institution. This will instruct them to transfer any remaining balances to your SPCO Credit Union account.

2. Direct Deposit Request - Complete and submit this form to your employer. This authorizes your employer to deposit the amount(s) you indicate into your SPCO Credit Union account.

3. Electronic Payment Change Request - Complete and submit this form to the merchants and service providers with which you have automatic payments charged from your account. This will instruct them to update your account information. This may include: Mortgages, Cable, Phone, Gym Memberships, Loans, Insurance, Internet, Gas, Electric, Water, Pest Control, Yard Maintenance, Court-Issued Payments, Account Transfers. If you have any questions regarding your account, please contact our Member Service department by calling 713-455-8586. Visit any one of our 2 Houston locations or check us out online at www.spcocu.org to learn more about our products and services locations. We remain steadfast in our commitment to anticipate and meet the financial needs of our members, as well as making a positive difference in their lives and the community, both today and tomorrow.



Thank you
for choosing SPCO Credit Union!



12755 N. Houston-Rosslyn Road
Houston, TX 77086
Fax: 713-455-8588

9800 Northwest Freeway, Suite 100
Houston, TX 77092
Fax: 713-522-8669

ph: 713-455-8586 • www.spcocu.org

AUTHORIZATION TO TRANSFER FUNDS

SPCO Credit Union Account Information

Owner Name _____

Account Number _____

Joint Owner _____

Transfer Account Funds From

Financial Institution Name _____

Account Number _____

Address _____

City/State/Zip _____ Phone _____

Instructions to Transferring Institution (check all that apply)

- Transfer all funds and close my account.
- Transfer exactly \$ _____.
- Transfer the funds immediately.
- Transfer funds on the following date: _____.
- Other _____

Please accept this letter as my authorization to transfer funds from the above named account to:

SPCO Credit Union

12755 N. Houston-Rosslyn Rd., Houston, TX 77086

SPCO Credit Union Routing Number **313083426**

Please make the check payable to SPCO Credit Union and note on the check that it is for deposit to my SPCO Account # _____.

Owner Signature _____ Date _____

Joint Owner Signature _____ Date _____

SPCO Credit Union utilizes the Federal Reserve Wire Transfer program to allow members to quickly and conveniently electronically transfer funds between financial institutions. For Wiring Instructions please call SPCO Credit Union at (713) 455-8586.



12755 N. Houston-Rosslyn Road
Houston, TX 77086
Fax: 713-455-8588

9800 Northwest Freeway, Suite 100
Houston, TX 77092
Fax: 713-522-8669

ph: 713-455-8586 • www.spcocu.org

DIRECT DEPOSIT REQUEST

Date _____ Employee Number _____

Employee Name _____

Name of Employer _____

Employer Address _____

New Financial Institution

SPCO Credit Union

12755 N. Houston-Rosslyn Rd., Houston, TX 77086

New Financial Institution Routing Number **313083426**

New Financial Institution Account Number _____

Payroll Number _____ Effective/Start Date _____

- Checking [ACCT #] _____ [AMT] \$ _____ Weekly
 Savings [ACCT #] _____ [AMT] \$ _____ Bi-weekly
 Other _____ [ACCT #] _____ [AMT] \$ _____ Monthly
 Net Check Semi-Monthly

I hereby authorize and request the employer named above to deposit the amounts indicated to SPCO Credit Union for each payroll period beginning on the effective/start date indicated above and until further notice from me. If this is a change in a previous Authorization, I instruct my employer to cancel my previous Authorization and to follow this Authorization.

Signature _____ Date _____

Please note: Employer may require you to complete their own Direct Deposit form and/or include a voided check for the account funds will be deposited in.



12755 N. Houston-Rosslyn Road
Houston, TX 77086
Fax: 713-455-8588

9800 Northwest Freeway, Suite 100
Houston, TX 77092
Fax: 713-522-8669

ph: 713-455-8586 • www.spcocu.org

ELECTRONIC PAYMENT CHANGE REQUEST

Name of Payee/Merchant _____

Payee Merchant Address _____

Account Number _____ Amount of Payment \$ _____

Phone _____ Date _____

I hereby authorize and request that my electronic payment from:

Account Number _____ at _____ (previous financial institution)

Be changed to:

SPCO Credit Union

12755 N. Houston-Rosslyn Rd., Houston, TX 77086

SPCOCU Routing Number **313083426**

Checking Savings

SPCO Credit Union Account Number _____

I authorize this change in electronic payment effective (date) _____

Signature _____ Date _____



12755 N. Houston-Rosslyn Road
Houston, TX 77086
Fax: 713-455-8588

9800 Northwest Freeway, Suite 100
Houston, TX 77092
Fax: 713-522-8669

ph: 713-455-8586 • www.spcocu.org