Laramie Plains FCU Switch Kit

Laramie Plains FCU recognizes that changing accounts can be a difficult process. The enclosed forms will assist you in the process of transferring automatic payments, direct deposits and closing your previous account.

The following checklist will help ensure that other aspects of moving the account are considered.

As a full-service financial institution, our friendly, helpful staff can assist you in transferring Certificates of Deposit, Individual Retirements Accounts (IRA's), loans and all other services to Laramie Plains FCU.

It is our goal to save you time and money by taking care of all your financial needs in one convenient location.

Checklist

Laramie Plains FCU debit cards have been	
ordered, received and activated	
Laramie Plains FCU checks have been	
ordered and received.	
All automatic withdrawals have been	
transferred.	İ
All direct deposits have been transferred.	
Online Banking, Bill Pay and E-statements	
and E-alerts have been activated at your	
request	
Debit Cards from your previous account	
have been cancelled and shredded.	
Checks from your previous account have	
been shredded.	
Unused or unwanted accounts have been	
closed.	

The provided forms are generic and will be satisfactory for most employers, merchants and financial institutions. However, some may require a separate form or specific documents to be completed.

Laramie Plains FCU Routing Number:

307086879

Your Laramie Plains FCU Account Number:

To help you identify the payments and deposits that need changed, please use the following tables.

Direct Deposits

X	Deposits	Payor
	Payroll	
	Payroll	
	Pension/	
	Retirement Plans	
	Investment Income	
	Child Support	
	Social Secuirty	

Payments

X Payments Mortgage/Rent Loans Auto Auto Other Credit Cards Insurance Auto Home Life/Disability Other City Utilities Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities Other		Payments					
Mortgage/Rent Loans Auto Auto Other Credit Cards Insurance Auto Home Life/Disability Other City Utilities Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities	X	Payments	Payee-Merchant				
Auto Other Credit Cards Insurance Auto Home Life/Disability Other City Utilities Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities							
Auto Other Credit Cards Insurance Auto Home Life/Disability Other City Utilities Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities		Loans					
Credit Cards Insurance Auto Home Life/Disability Other City Utilities Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities		Auto					
Credit Cards Insurance Auto Home Life/Disability Other City Utilities Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities		Auto					
Insurance Auto Home Life/Disability Other City Utilities Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities		Other					
Insurance Auto Home Life/Disability Other City Utilities Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities							
Auto Home Life/Disability Other City Utilities Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities		Credit Cards					
Auto Home Life/Disability Other City Utilities Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities							
Auto Home Life/Disability Other City Utilities Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities							
Auto Home Life/Disability Other City Utilities Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities							
Home Life/Disability Other City Utilities Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities		Insurance					
Life/Disability Other City Utilities Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities		Auto					
Other City Utilities Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities							
City Utilities Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities		Life/Disability					
Electric Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities		Other					
Gas Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities							
Telephone Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities		Electric					
Cell Phone Cable/Dish Internet Investments Retirement Child Support Day Care Charities							
Cable/Dish Internet Investments Retirement Child Support Day Care Charities		Telephone					
Internet Investments Retirement Child Support Day Care Charities		Cell Phone					
Investments Retirement Child Support Day Care Charities		Cable/Dish					
Retirement Child Support Day Care Charities		Internet					
Child Support Day Care Charities							
Day Care Charities		Retirement					
Charities		Child Support					
Other							
		Other					

Change of Automatic Withdrawal Notice

То:			
Company Name			
Mailing Address			
City	State	Zip	
To Whom it May Concern:			
Please change my automatic pa have included a voided check a questions regarding this matter below. Thank you for your assis	and my new account in please feel free to con	formation for your recontact me at the phone nu	ds. If you have any
Previous Financial Institution			
Previous Routing Number		Previous Account Number	
New Financial Institution Laramie Plains FCU, 365 N	Third St. Laramie, W	YY 82072	
New Routing Number 307086879		New Account Number	
Amount of Withdrawal			
Effective Date of Change			
Thank you,			
Printed Name			
Signature		Date	
Address			
City	State	Zip	
Phone Number			

Change of Automatic Withdrawal Notice

To:			
Company Name			
Mailing Address			
City	State		Zip
To Whom it May Concern:			
Please change my automatic p have included a voided check questions regarding this matter below. Thank you for your ass	and my new accour r, please feel free to	nt information for your contact me at the p	
Previous Financial Institution			
Previous Routing Number		Previous Account N	umber
New Financial Institution Laramie Plains FCU, 365 N	Third St. Laramie	e, WY 82072	
New Routing Number 307086879		New Account Num	ber
Amount of Withdrawal			
Effective Date of Change			
Thank you,			
Printed Name			
Signature		Date	
Address			
City	State		Zip
Phone Number			

Change of Automatic Withdrawal Notice

To:		
Company Name		
Mailing Address		
City	State	Zip
To Whom it May Concern:		
have included a voided check	and my new account i	to reflect my new account with Laramie Plains FCU. I information for your records. If you have any contact me at the phone number or address listed g this transition.
Previous Financial Institution		
Previous Routing Number		Previous Account Number
New Financial Institution Laramie Plains FCU, 365 N	N Third St. Laramie,	
New Routing Number 307086879		New Account Number
Amount of Withdrawal		
Effective Date of Change		
Thank you,		
Printed Name		
Signature		Date
Address		
City	State	Zip
Phone Number		

Change of Direct Deposit Notice

To:			
Company Name			
Mailing Address			
City	State	Zip	
To Whom it May Concern:			
included a voided check and regarding this matter, please for you for your assistance in condition. I hereby authorize the above of	my new account informated free to contact me at appleting this transition.	t my new account with Laramie Plains FCU ation for your records. If you have any quest the phone number or address listed below. Desits into my Laramie Plains FCU account. The itten notice of change or cancelation.	tions Thank
Previous Financial Institution			
Previous Routing Number	F	Previous Account Number	
New Financial Institution Laramie Plains FCU, 365 N	Third St. Laramie, W		
New Routing Number 307086879		New Account Number	
Amount of Withdrawal			
Effective Date of Change			
Thank you,			
Printed Name	_		
Signature		Date	
Address			
City	State	Zip	
Phone Number			

Change of Direct Deposit Notice

To:			
Company Name			
Mailing Address			
City	State	Zip	
To Whom it May Concern:			
included a voided check and my ne regarding this matter, please feel fr you for your assistance in completi	ew account information ree to contact me at the ing this transition.	ny new account with Laramie Plains FCU. I have on for your records. If you have any questions are phone number or address listed below. Thank	
I hereby authorize the above comp authorization shall remain in effect	•	ts into my Laramie Plains FCU account. This en notice of change or cancelation.	
Previous Financial Institution			
Previous Routing Number	Prev	vious Account Number	
New Financial Institution Laramie Plains FCU, 365 N This	rd St. Laramie, WY 8	82072	
New Routing Number 307086879		w Account Number	
Amount of Withdrawal			
Effective Date of Change			
Thank you,			
Printed Name			
Signature		Date	
Address			
City	State	Zip	
Phone Number			

Account Closure Notice

То:		
Financial Institution		
Mailing Address		
City	State	Zip
To Whom it May Concern:		
Please accept this letter as my authorization	to close the account listed be	Now All transactions on the
account have been completed and all my au		
assistance in this matter.	1 7	
Account Number (s)		
Name(s) on the Account		
Primary Account Holder's Printed Name		
Primary Account Holder's Signature		
Joint Account Holder's Printed Name		
Joint Account Holder's Signature		
Please remit any remaining funds in the acc	ount for my benefit to:	
Laramie Plains FCU 365 N. Third St		
Laramie, WY 82072		
If you have any questions or concerns regar		
following number:	Thank you again for yo	ur assistance in this matter.