

Laramie Plains FCU  
Change Account Packet

The enclosed forms will assist in the process of transferring your automatic payments, direct deposits and closing your old account.

The following checklist will help ensure all aspects of moving the account are taken care of.

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

**Checklist**

New debit cards have been ordered, received and activated.	
New checks have been ordered and received.	
All automatic withdrawals have been transferred.	
All automatic deposits have been transferred.	
Online Banking, Bill Pay and E-statements have activated upon request.	
Old debit cards have been closed and shredded.	
Old checks have been shredded.	
Unused or unwanted accounts have been closed.	

*The provided forms are generic and will be satisfactory for most merchants and employers. Merchants and employers may require a separate form or other documentation to be completed.*

**Laramie Plains FCU Routing #: 307086879**

**Your New Account #:**

In order to help you identify the payments and deposits that need to be changed, please use the following tables.

**Direct Deposits**

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

**Payments**

X	Payments	Payee-Merchant
	<b>Mortgage/Rent</b>	
	<b>Loans</b>	
	Auto 1	
	Auto 2	
	Other	
	<b>Credit Cards</b>	
	<b>Insurance</b>	
	Auto	
	Home	
	Life/Disability	
	Other	
	City Utilities	
	Electric	
	Gas	
	Telephone	
	Cell Phone	
	Cable	
	Internet	
	Investments	
	Retirement	
	Child Support	
	Day Care	
	Charities	
	Other	

## Change of Automatic Withdrawal Notice

**To:**

Company Name		
Mailing Address		
City	State	Zip

To Whom It May Concern:

Please change my automatic payment information to reflect my new account with Laramie Plains Federal Credit Union. I have included a voided check and my account information for your records. If you have any questions regarding this matter, please feel free to contact me at the phone number or address listed below. Thank you for your assistance in completing this transition.

Previous Financial Institution	
Previous Routing Number	Previous Account Number
New Financial Institution <b>Laramie Plains Federal Credit Union, 352 N 4<sup>th</sup> St, Laramie, WY 82072</b>	
New Routing Number <b>307086879</b>	New Account Number
Amount Withdrawn	
Date of Change	

Regards,

Printed Name		
Signature	Date	
Address		
City	State	Zip
Daytime Phone Number	Evening Phone Number	

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New Routing Number <b>307086879</b>	New Account Number
Amount Withdrawn	
Date of Change	

Regards,

Printed Name		
Signature	Date	
Address		
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New Routing Number <b>307086879</b>	New Account Number
Amount Withdrawn	
Date of Change	

Regards,

Printed Name		
Signature	Date	
Address		
City	State	Zip
Daytime Phone Number	Evening Phone Number	

## Change of Direct Deposit Notice

**To:**

Company Name		
Mailing Address		
City	State	Zip

To Whom It May Concern:

Please change my direct deposit to reflect my new account with Laramie Plains Federal Credit Union. I have included a voided check and my account information for your records. If you have any questions regarding this matter, please feel free to contact me at the phone number or address listed below. Thank you for your assistance in completing this transition.

I hereby authorize the above company to initiate deposits into my Laramie Plains Federal Credit Union account. This authorization shall remain in effect until I provide written notice of change or cancelation.

Previous Financial Institution	
Previous Routing Number	Previous Account Number
New Financial Institution <b>Laramie Plains Federal Credit Union, 352 N 4<sup>th</sup> St, Laramie, WY 82072</b>	
New Routing Number <b>307086879</b>	New Account Number
Amount Deposited	
Date of Change	

Regards,

Printed Name		
Signature	Date	
Address		
City	State	Zip
Daytime Phone Number	Evening Phone Number	

## Change of Direct Deposit Notice

**To:**

Company Name		
Mailing Address		
City	State	Zip

To Whom It May Concern:

Please change my direct deposit to reflect my new account with Laramie Plains Federal Credit Union. I have included a voided check and my account information for your records. If you have any questions regarding this matter, please feel free to contact me at the phone number or address listed below. Thank you for your assistance in completing this transition.

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Previous Routing Number	Previous Account Number
New Financial Institution <b>Laramie Plains Federal Credit Union, 352 N 4<sup>th</sup> St, Laramie, WY 82072</b>	
New Routing Number <b>307086879</b>	New Account Number
Amount Deposited	
Date of Change	

Regards,

Printed Name		
Signature	Date	
Address		
City	State	Zip
Daytime Phone Number	Evening Phone Number	

## Account Closure Notice

**To:**

Financial Institution		
Mailing Address		
City	State	Zip

To Whom It May Concern:

I recently changed financial institutions. Please accept this letter as my authorization to close my account. All transactions on the account(s) have been completed and all my automatic payments have been stopped. Please close the following account(s):

Account Number Checking/Savings/Other (circle one)	
Name(s) on the Account	
Primary Account Holders Signature	Joint Account Holders Signature

Account Number Checking/Savings/Other (circle one)	
Name(s) on the Account	
Primary Account Holders Signature	Joint Account Holders Signature

Please make the check payable to Laramie Plains FCU and reference my name and account number \_\_\_\_\_. Please mail the check to:

**Laramie Plains FCU, 352 N 4<sup>th</sup> St, Laramie, WY 82072**

If you have any questions regarding this request, please feel free to contact me. Thank you for your assistance in this transition.

Regards,

Print Name	
Signature	Date