



# CUR Switch Kit

*Switching to CUR is easy every step of the way!*

## **Step 1: Have your new CUR Account number available.**

## **Step 2: Account Closing Letter**

This form is all ready for you to fill in the blanks. It will notify your old financial institution about the accounts you are closing and give directions for disbursement of any remaining funds. \*Don't forget to allow time for any outstanding checks or automatic payments to clear\*

## **Step 3: Direct Deposit Request**

Direct deposit makes everything easier. This form can be sent to your employer or other payment source so that your funds can automatically be deposited to your accounts each pay period. \*Check with your employer/pay source for processing time\*

## **Step 4: Automatic Payment Cancellation**

Fill out the prepared form for any vendor that receives automatic payments from your account such as your power, insurance, phone company, utilities, etc. to switch any automatic payments so they'll come from your new CUR Account.

## **What do I do with...**

Debit cards and unused checks - just shred them or bring in and we can shred them for you.

Former bill payment accounts - simply add your payees to our bill payment system.

If you have any questions or need help please feel free to contact us. Call us at 303-273-5200 or toll free at 1-800-344-9385, or stop by any of our locations and we will be glad to help you along every step of the way.

*\*Note: Before we can open a new account, we need to have a signed membership application, a photocopy of a government issued ID (drivers license, passport, etc.) so we have it on file to accurately identify you in the future. All applications are subject to approval.*

**Did you know CUR opens accounts online? Go to [www.curockies.org](http://www.curockies.org)**

Step

1

Open CUR Account

Step

2

Close Account Request

Step

3

Direct Deposit Request

Step

4

Change Auto Pay Request



Date: \_\_\_\_\_

Financial Institution: \_\_\_\_\_

Address: \_\_\_\_\_

**To Whom It May Concern:**

Please close my account number \_\_\_\_\_, and send a check for the remaining balance, plus all interest or dividends payable to me at the address listed below:

\_\_\_\_\_  
(Account Holder Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, ZIP)

**Thank you.  
Sincerely,**

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Joint Owner Name (please print)

\_\_\_\_\_  
Joint Owner Signature

Step  
**1**  
Open CUR  
Account

Step  
**2**  
Close Account  
Request

Step  
**3**  
Direct Deposit  
Request

Step  
**4**  
Change Auto Pay  
Request



Date: \_\_\_\_\_

Employer/Depositor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

**To Whom It May Concern:**

Please discontinue depositing  MY ENTIRE PAYCHECK  PART OF MY PAYCHECK  
to the following account:

**Financial Institution:** \_\_\_\_\_

**Routing & Transit Number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

And beginning immediately, please deposit  MY ENTIRE PAYCHECK

PART OF MY PAYCHECK \_\_\_\_\_ **to:**  
(Dollar Amount)

**Credit Union of the Rockies**  
**1010 Johnson Road**  
**Golden, CO 80401**

**Routing Number: 307076232**

**Account Number:** \_\_\_\_\_

(Your CUR Account Number) 1000XXXXXX60 (for checking)

(Your CUR Account Number) 1000XXXXXX01 (for savings)

Thank you,

\_\_\_\_\_  
Name (please print) SS #

\_\_\_\_\_  
Signature

Step  
**1**  
Open CUR  
Account

Step  
**2**  
Close Account  
Request

Step  
**3**  
Direct Deposit  
Request

Step  
**4**  
Change Auto Pay  
Request



**Date:** \_\_\_\_\_

**Name of Company That Makes Automatic Debit**

\_\_\_\_\_

**Address:** \_\_\_\_\_

**To Whom It May Concern:**

You are currently debiting \$ \_\_\_\_\_ for my \_\_\_\_\_  
(what payment is for)  
on \_\_\_\_\_ from the following account:  
(date)

**Financial Institution:** \_\_\_\_\_

**Routing & Transit Number:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Please STOP debiting the above account and begin debiting the following account:**

**Credit Union of the Rockies**  
1010 Johnson Road  
Golden, CO 80401

**Routing Number: 307076232**

**Account Number:** \_\_\_\_\_

(Your CUR Account Number) 1000XXXXXX60 (for checking)

(Your CUR Account Number) 1000XXXXXX01 (for savings)

**Effective Date:** \_\_\_\_\_

Thank you,

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address