

Switch to FreeStar Financial Credit Union

1. Open an account at FreeStar Financial.
 - a. Visit any FreeStar Financial branch to open your new account.
 - b. You will need to make a \$10 deposit. This represents your share in the credit union and gives you an opportunity for other financial services.
2. Direct Deposit Switch
 - a. Contact your employer, retirement or pension distributor, social security administration or pay-pal to give them your new routing number and account number.
 - b. If they request a form, use the sample **Direct Deposit form** which can be found at (your employer may require another form).
3. Automatic Withdrawals Switch
 - a. Utilize the sample Automatic Withdrawal Checklist within this document to ensure you know all of your important bills that need to be switched
 - b. Contact each business that makes automatic withdrawals from your account to give them your new routing number.
4. Close Account
 - a. Fill out an Account Closure Form (page 4 of this document) and mail it to your former financial institution.
 - b. Be sure to leave enough money in your former account to cover any outstanding transactions.
 - c. Check with your former financial institution to ensure no other forms or fees are required.
5. Set up Virtual Branch, Bill Pay, and E-statements
 - a. Contact a FreeStar Financial Member Representative at 586.466.7800, option 3, to sign up for Virtual Branch. Then you can sign-up for Bill Pay and E-statement within Virtual Branch.

**If you have any additional questions about making the switch,
please contact us at 586.466.7800, option 7.**

Clinton Twp. Office
37570 S. Gratiot
Clinton Twp., MI

Sterling Heights Office
34642 Van Dyke
Sterling Heights, MI

Chesterfield Office
47011 Sugarbush
Chesterfield, MI

Selfridge Office
Building 715
SANG, MI

Direct Deposit Switch Form:

Date: _____

Employer/Depositor Name: _____

Address: _____

City, State, Zip: _____

To whom it may concern:

You are currently depositing _____ to the following account:

Former Financial Institution:

Former Routing Number:

Former Account Number:

Please switch my direct deposit of _____ to the below account:

FreeStar Financial Credit Union

Routing Number: 272484917

Account Number: _____ savings checking

If there are any questions or further action required, please contact me at _____.

Your earliest attention is greatly appreciated. Thank you.

Sincerely,

Signature: _____ Date: _____

Name (print) _____

Address: _____

City, State, Zip: _____

Withdrawal Checklist

	<u>Type of Withdrawal</u>	<u>Company's Name and Address</u>	<u>Phone Number</u>	<u>Account Number</u>
	Mortgage Company			
	Auto Loans			
	Credit Cards			
	Gas/Electric Company			
	Water Bill			
	Cable/Satellite			
	Telephone/Cell Phone			
	Internet			
	Car/Homeowners Insurance			
	Health Insurance			
	Life Insurance			
	Health Club			
	Movie/Magazine Subscriptions			

Account Closure Notice

Date: _____

Financial Institution: _____

Address: _____

City, State, Zip: _____

To whom it may concern:

Please close my account # _____, and send a check for the outstanding balance to me at the address listed below.

If there are any questions or further action required, please contact me at _____.

Your earliest attention is greatly appreciated. Thank you.

Sincerely,

Signature: _____

Date: _____

Name (print) _____

Joint Owner's Signature: _____

Date: _____

Joint Owner's Name (print) _____

Address: _____

City, State, Zip: _____