

# ROCK ISLAND CREDIT UNION SWITCH KIT

Switching your checking account to El Reno R.I.L. Credit Union has never been easier!  
Just follow these five (5) simple steps!

## 1 Open your El Reno R.I.L. Credit Union Checking Account

Complete an application for your free checking account online or visit us at 320 S. Rock Island Ave. El Reno, OK 73036. All of the credit union's accounts come with:

- Free eStatements, online banking, and Bill Pay
- Access to thousands of FREE ATMs through the Transfund® & ATM Zone® Networks
- No minimum balance fees
- Unlimited teller transactions and in-branch services
- Free Visa® ATM/Debit card
- Overdraft protection\*

## 2 Move/Enroll your Direct Deposit to your new Rock Island Credit Union Checking Account

To move your Direct Deposit to your new El Reno R.I.L. Credit Union checking account, complete the Direct Deposit Switch Request for . If you have other sources of direct deposit, such as Social Security, you can visit [www.ssa.gov/deposit](http://www.ssa.gov/deposit) or call 800-772-1213 to change social security deposits by phone. You will need to provide El Reno R.I.L. Credit Union's ABA routing number (303184791) and your new checking account number. Complete the Direct Deposit Enrollment for to set up a new direct deposit.

## 3 Redirect your Automatic Payments

Move automatic payments or withdrawals (loans, bills, etc.) to your new El Reno R.I.L. Credit Union account by completing the Automatic Payment Request for . You will need to provide El Reno R.I.L. Credit Union's ABA routing number (303184791), your new checking account number or your new Visa® debit card number.

## 4 Stop using your Old Checking Account

Terminate the use of your old checking account but monitor it to be sure that all of your changes have occurred. Allow for enough time for final automatic payments, outstanding checks, and debit transactions to clear. Destroy any unused checks and account cards (debit, ATM). Visit [www.rockislandcu.com](http://www.rockislandcu.com) to set-up your online account.

## 5 Close your old checking account

To close your old checking account, complete the close account request for .

\*Restrictions may apply. Please see a Rock Island Credit Union employee for details and guidelines.



Proudly serving Canadian County for over 80 years.



[www.rockislandcu.com](http://www.rockislandcu.com)

# SWITCH KIT CHECKLIST

- Open your membership and checking account at El Reno R.I.L. Credit Union. You may do this by visiting any of our branch locations or by completing an online membership application.
- Verify that all checks, check card transactions, and scheduled bill payments have cleared your old checking account.
- Make certain funds are available in your old account to cover any automatic payments, checks and check card transactions that may still be withdrawn.

- Complete the Direct Deposit Change Request Form to send written notice to companies with which you have direct deposit (employer, government deposits, pension, transfers from other financial institutions, investment dividends, child support or court issued deposits, etc.) notifying them that you want to switch your direct deposits to your new El Reno R.I.L. Credit Union account.
- 

- Complete the Direct Deposit Enrollment Form to set-up direct deposits with any new companies or individuals. To change Social Security deposits, visit [www.ssa.gov/deposit/howtosign.html](http://www.ssa.gov/deposit/howtosign.html) or call the Social Security Administration at 1-800-772-1213. **El Reno R.I.L. Credit Union's Routing Number is 303184791**
- 

- Complete the Authorization for Automatic Payment Transfer form to send written notice to companies that automatically take payments from your checking (utilities, mortgage, insurance, brokerage, credit cards, internet service providers, transfers to banks, child support or court issued payments) notifying them that you are closing the account.
- 

- Complete the Authorization for Automatic Payment Transfer form to add notification of your new account if you wish to continue automatic payments at El Reno R.I.L. Credit Union.

- Complete the Authorization for Automatic Payment form to add new automatic payments.

- Contact companies that take payments from your old checking accounts using a debit card (iTunes®, Hulu®, Netflix®, Amazon®, for example). Change your payment information to your new El Reno R.I.L. Credit Union debit card.
- 

- Verify your direct deposits and automatic payments have begun posting to your new account.

- Complete the Account Closing Request Form and send it to your old financial institution informing them of your account closing.

# DIRECT DEPOSIT CHANGE REQUEST

Present the following form to your employer to move your direct deposit from your old financial institution to El Reno R.I.L. Credit Union. Please keep in mind that with this request, some employers may request a voided check or other official document from your El Reno R.I.L. Credit Union account.

\_\_\_\_\_  
*Employer Name*

\_\_\_\_\_  
*Employer Number*

## I request to Stop Direct Deposit from the following account:

\_\_\_\_\_  
*Financial Institution's Name* *Account #*

\_\_\_\_\_  
*ABA/Routing Number*

Account Type:  Savings  Checking

## I request for Direct Deposit to El Reno R.I.L. Credit Union:

El Reno R.I.L. Credit Union  
\_\_\_\_\_  
*Financial Institution's Name* *Account #*

303184791  
\_\_\_\_\_  
*ABA/Routing Number*

Account Type:  Share Savings  Checking

\_\_\_\_\_  
*Name (Printed)* *Email Address*

\_\_\_\_\_  
*Address* *City/State/Zip*

\_\_\_\_\_  
*Signature* *Date* *Telephone*



Proudly serving Canadian County for over 80 years.



[www.rockislandcu.com](http://www.rockislandcu.com)

# DIRECT DEPOSIT ENROLLMENT FORM

Present the following form to your employer to direct deposit your payroll into your El Reno R.I.L. Credit Union account. To setup direct deposit for Social Security, visit [www.ssa.gov/deposit](http://www.ssa.gov/deposit) or call 800-772-1213. Please keep in mind that with this request, some employers may request a voided check or other official document from El Reno R.I.L. Credit Union.

---

*Employer Name*

*Employer Number*

---

*Employer Address*

*City/State/Zip*

---

*Employer Telephone Number*

## I request to Direct Deposit to Rock Island Credit Union:

El Reno R.I.L. Credit Union

---

*Financial Institution's Name*

*Account #*

303184791

---

*ABA/Routing Number*

Account Type:  Share Savings  Checking

---

*Name (Printed)*

*Email Address*

---

*Address*

*City/State/Zip*

---

*Signature*

*Date*

*Telephone*



Proudly serving Canadian County for over 80 years.



[www.rockislandcu.com](http://www.rockislandcu.com)

# AUTHORIZATION FOR AUTOMATIC PAYMENT TRANSFER

Present the following form to the payee or merchant with whom you currently have automatic payments. This could include: utility companies, credit card companies, mortgage holders, etc. This request would stop payments that are withdrawn from your current financial institution, and allow the withdrawal from your El Reno R.I.L. Credit Union account to occur.

---

Company or Financial Institution Name



## I request to Stop Automatic Payments from the following account:

You are currently withdrawing \$\_\_\_\_\_ for the payment of \_\_\_\_\_  
Amount Withdrawn Type of payment

on the \_\_\_\_\_ of each month, from the account listed below:  
Date

---

Financial Institution's Name

---

ABA/Routing Number

Card/Account Number



## Request to withdraw Automatic Payments from the following account:

El Reno R.I.L. Credit Union  
Financial Institution's

Name 303184791

ABA/Routing Number

Card/Account Number

Account Type: \_\_\_\_\_ Share Savings \_\_\_\_\_ Checking

Any further questions, please contact me:

---

Name (Printed)

Email Address

---

Address

City/State/Zip

---

Signature

Date

Telephone



Proudly serving Canadian County for over 80 years.



www.rockislandcu.com

# ACCOUNT CLOSING REQUEST

Present this form to the financial institution with whom you will be closing your account. Be sure to leave sufficient funds in your current account long enough for final automatic payments, outstanding checks, and debit transactions to clear. After these items have all cleared, this form may be submitted to close the account.



## I request to close the following account:

\_\_\_\_\_  
*Company, Payee, Merchant, or Financial Institution Name*

I am requesting the closure of my account \_\_\_\_\_  
Account Number  
to my El Reno R.I.L. Credit Union account at the address listed below:

El Reno R.I.L. Credit Union  
320 S. Rock Island Ave  
El Reno, OK 73036



## I request to move funds to the following account:

El Reno R.I.L. Credit Union  
*Financial Institution's*

320 S. Rock Island Ave El Reno, OK 73036  
*Financial Institution Address*

Name 303184791  
*ABA/Routing Number*

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

Account Type:  Share Savings  Checking

\_\_\_\_\_  
*Name (Printed)*

\_\_\_\_\_  
*Joint Account Owner's Name (Printed)*

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

\_\_\_\_\_  
*City/State/Zip*

\_\_\_\_\_  
*Telephone #*

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

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Joint Account Owner's Signature*



Proudly serving Canadian County for over 80 years.



www.rockislandcu.com

# WHEREVER YOU GO, WE'RE HERE!

The El Reno R.I.L. (Rock Island) Credit Union was founded in 1934 by employees of the CRI&P Railroad in El Reno, Oklahoma. In addition to the various employees' groups added to our field of membership, the credit union is a community credit union serving individuals who reside, attend school, work, or worship within Canadian County, Oklahoma.

You will find that membership with us entitles you to many free and lower cost benefits. Because you are a shareholder, we are able to return our earnings to you in the form of higher interested rates on savings and lower rates on loans.

The El Reno R.I.L. Credit Union provides many members services and continues to add innovative services each year. We are committed to be your primary financial institution now and for many years to come.

## STAY CONNECTED...

- Our 24/7/365 online banking platform that can be accessed from your home computer, or work computer. Pay bills, transfer funds, stop payments and much more, all in one place!
- Access to thousands of Free ATMs through the Transfund® and ATM Zone® networks
- Online loan and membership applications
- Free checking, eStatements, Visa® debit/ TM card, Bill Pay and online banking access

## PRODUCTS AND SERVICES

El Reno R.I.L. Union offers a full menu of products and services:

- Personal Accounts
- Consumer Loans
- Investment Options
- Real Estate Loans
- Insurance Products



Proudly serving Canadian County for over 80 years.



[www.rockislandcu.com](http://www.rockislandcu.com)