



Phone: 513-753-2440

Routing/ABA Number: 242077312 Your Account Number: _____

Sign and mail change letter for _____

Account #	Phone #	Average Amount (optional)	Date Mailed	Date Confirmed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sign and mail change letter for _____

Phone #	Average Amount (optional)	Date Mailed	Date Confirmed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- Call each recurring debit/check card payee and switch to your new Sharefax card.
- Sign and mail closure letter for old bank (only once all automatic credits and debits have been switched and all outstanding checks have cleared).
- Remember to sign all switch kit documents prior to mailing them to other financial institutions.
- Cancel each payee in old bank's bill payer and add to Sharefax Credit Union's Bill Payer

Account #	Type of Acct.	Phone #	Date Mailed	Date Confirmed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>