



aspire

CREDIT UNION

Aspire Credit Union's Switch Kit

—
Step-By-Step Guide



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701-837-5353



1430 South Broadway, Minot, ND 58701





ACCOUNT OPTIONS

Aspire Community Federal Credit Union offers a comprehensive range of products and services. Please refer to the following list to determine which options best suit your needs. Our knowledgeable staff members are also available to assist with any questions you may have.



DEPOSIT

- Share Savings
- Share Drafts (Checking)
- Bonus Shares
- ESA
- Secondary Shares
 - Christmas Club
 - Pet Savings Account
 - Emergency Fund
 - Vacation Fund
 - etc.
- Individual Retirement Account (IRA)
- Certificate Deposit (CD)
- Children's Savings Account



LOAN


- Personal Loans
- Mortgage
- HELOC
- Construction Loans
- Auto / Recreational Loans
- Share Secured Loans
- Visa Card
- Warranty
- Gap
- Credit Life / Credit Disability



SERVICES

- Online Banking
- Mobile Banking
- Automatic Payments
- Safe Deposit Boxes
- Instant Issue Debit Cards
- Zelle
- Bill Pay
- Notaries
- Apple / Google Pay
- Card Hub
- Domestic and International Wires

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ASPIRE CREDIT UNION'S 5-STEP SWITCH KIT

We have developed the following forms to streamline the process of transferring your account(s).

Preserving the confidentiality of this sensitive account information is important. Once the task is completed, it's recommended to shred the documentation. Furthermore, it's crucial to exercise discretion while transmitting the documentation via email, as it may not be a secure method of communication.

1

Open Your New Aspire Credit Union Account

Visit our location at 1430 South Broadway in Minot, ND or enroll through our website.

2

Get Organized

Utilize our hassle-free switch kit to seamlessly transfer your transactions to your new Aspire account.

3

Transfer Direct Deposits

To ensure automatic deposits into your account, please send Form 1, the Direct Deposit Authorization Form, to your employer and any other applicable sources. This form can streamline the transfer of Direct Deposits from previous accounts to your new account.

4

Move Automatic Payments

To shift automatic payments to your new Aspire account, please send Form 2: Automatic Payment Authorization Form to each of your merchants.

5

Say 'Goodbye' To Your Old Account

To formally close your account with previous financial institutions, consider using Form 3: Account Closing Letter. It's important to ensure that all checks and debits associated with your account are cleared before initiating the account closure process, and to provide clear instructions on how to disburse any remaining funds.

Please feel free to reach out to us should you have any questions or concerns during this process.

Be advised that Aspire Credit Union cannot guarantee the universal acceptance of these forms. Your previous financial institution and/or service partners may mandate that you submit these requests via means other than mail or in person. Additionally, they may require additional or alternative information that is not included in the provided forms.



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TRANSACTION CHECKLIST

Get Organized

Useful Tip: To ensure a smooth transition, it's advisable to gather your most recent financial statement from your previous institution, preferably for the last couple of months. Additionally, collect statements and information related to any automated payments, such as utility bills, loan payments, and health club memberships, that you've set up through your old account.

Direct Deposits List all direct deposits into your account(s).

Deposit Type	Company / Institution Name	Account Number	Amount	Date
Employer Payroll				
Social Security				
Pension/Retirement				
Investment/Brokerage				

Automatic Payments/Transfers List all withdrawals from your account(s).

Withdraw Type	Company / Institution Name	Account Number	Amount	Date
Insurance				
Life Insurance				
Gas/Electric				
Phone				
TV/Internet				
Mortgage				
Credit Card				
Water				
Garbage				
Childcare				

As you consider closing your former account, it's crucial to monitor its activity. Ensure all checks, deposits, automatic payments, debit card transactions, and ATM withdrawals have cleared before taking action.



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TRANSFERRING DIRECT DEPOSITS



FORM 1: Transferring Direct Deposits

To initiate the transfer of direct deposit, submit Form 1: Direct Deposit Authorization Form to your employer and other relevant sources. This will enable automatic deposit of your funds into your Aspire Credit Union account. If you have any questions regarding the process, please contact your employer's payroll department.

Social Security

To set up Social Security deposits, contact the Social Security Administration via phone at (800) 333-1795 or register online at ssa.gov/deposit.

Railroad Retirement Program

To receive deposits from the Railroad Retirement program, please contact the United States Railroad Retirement Board at (877) 772-5772.

PRO TIP: Enclose a voided Aspire Credit Union check while submitting this form. In case you don't possess one, we can assist you in obtaining the required information.



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FORM 1: DIRECT DEPOSIT

Direct Deposit Authorization Form

Attention: (Enter the company you want deposits directed from here.)

NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:

From: (Enter your personal information here.)

CUSTOMER NAME:		
CUSTOMER ADDRESS:		
CITY:	STATE:	ZIP CODE:
SOCIAL SECURITY NUMBER (IF REQUIRED):		
PHONE NUMBER:		

To set up Social Security deposits, contact the Social Security Administration via phone at (800) 333-1795 or register online at ssa.gov/deposit.

To Whom it May Concern,

I have recently switched accounts to Aspire Credit Union. Kindly note that the account number you currently have on file is no longer valid.

ASPIRE CREDIT UNION ROUTING NUMBER: 291378884	
ACCOUNT NUMBER:	CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/>
ACCOUNT NUMBER	CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/>
SIGNATURE:	DATE:

DEPOSIT: TOTAL AMOUNT \$ into CHECKING account listed above.

DEPOSIT: TOTAL AMOUNT \$ into SAVINGS account listed above.

PRO TIP: Enclose a voided Aspire Credit Union check while submitting this form. In case you don't possess one, we can assist you in obtaining the required information.



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TRANSFERRING AUTOMATIC PAYMENTS



FORM 2: Transferring Your Automatic Payments

To transfer your automatic payment(s) to your Aspire Credit Union account or to create new automatic payments from your Aspire Credit Union account, kindly utilize Form 2: Automatic Payment Authorization Form. Please allow an appropriate amount of time for the initial payment setup.

PRO TIP: Enclose a voided Aspire Credit Union check while submitting this form. In case you don't possess one, we can assist you in obtaining the required information.



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FORM 2: AUTOMATIC PAYMENTS

Automatic Payment Authorization Form

Attention: (Enter the company you authorize to withdrawal payments here.)

NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:

From: (Enter your personal information here.)

CUSTOMER NAME:		
CUSTOMER ADDRESS:		
CITY:	STATE:	ZIP CODE:
SOCIAL SECURITY NUMBER (IF REQUIRED):		
PHONE NUMBER:		

To set up Social Security deposits, contact the Social Security Administration via phone at (800) 333-1795 or register online at ssa.gov/deposit.

To Whom it May Concern,

I have recently switched accounts to Aspire Credit Union. Kindly note that the account number you currently have on file is no longer valid. Effective immediately, the new information is as follows:

ASPIRE CREDIT UNION ROUTING NUMBER: 291378884	
ACCOUNT NUMBER:	CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/>
ACCOUNT NUMBER	CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/>
SIGNATURE:	DATE:

EFFECTIVE PAY: IMMEDIATELY Beginning ___/___/___
 TOTAL AMOUNT \$

PRO TIP: Ensure to enclose a voided Aspire Credit Union check while submitting this form. In case you don't possess one, we can assist you in obtaining the required information.



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CLOSING OLD ACCOUNTS




FORM 3: Closing Old Accounts

It is time to initiate the process of closing your old financial accounts. To do so, use Form 3: Account Closing Letter to contact your previous financial institution and request the closure of your account(s).

In the letter, you may also provide instructions on how to disburse any remaining funds. Before proceeding with the closure, it's essential to inquire about any fees associated with the account closure. Additionally, ensure that all checks and debits have cleared before terminating your old account.

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FORM 3: ACCOUNT CLOSING

Attention: (Enter your old Financial institution information here.)

NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:

To Whom it May Concern,

Kindly acknowledge receipt of this letter as an official request to close the account(s) listed with your institution. I request that any remaining balance(s) be paid out in the form of a cashier's check made out in my name, including any accrued interest (if applicable).

Account Type	Account Number	Account Owner Name(s)

Please send all closing balances to: (Enter your personal information here.)

NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
PHONE NUMBER:		

PRIMARY ACCOUNT OWNER SIGNATURE:	DATE:
SECONDARY ACCOUNT OWNER SIGNATURE:	DATE:



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