

Switching Your Account is Easier Than Ever!

With our Switch Kit guide, we take the worry out of changing financial institutions. Moving your accounts to First Eagle is fast, simple and convenient.

Complete the following forms:

1. **Authorization to Transfer Funds** – Complete and submit this form to your previous financial institution. This will instruct them to transfer any remaining balances to your First Eagle account.
2. **Direct Deposit Request** – Complete and submit this form to your employer. This authorizes your employer to deposit the amount(s) you indicate into your First Eagle account.
3. **Electronic Payment Change Request** – Complete and submit this form to the merchants and service providers with which you have automatic payments charged from your account. This will instruct them to update your account information. This may include: Mortgages, Cable, Phone, Gym memberships, Loans, Insurance, Internet, Gas, Electric, Water, Pest Control, Yard Maintenance, Court-Issued Payments and Account Transfers.

If you have any questions regarding your account, please contact Member Services at 888-231-2022. Visit any one of our branch locations or check us out online at www.firsteaglefcu.org to learn more about our products or services.

We remain steadfast in our commitment to anticipating and meeting the financial needs of our members, as well as making a positive difference in their lives, both today and tomorrow.

Thank you for choosing First Eagle!



Authorization to Transfer Funds

First Eagle Account Information

Owner Name _____

Account Number _____

Joint Owner _____

Transfer Account Funds From

Financial Institution Name _____

Account Number _____

Address _____

City/State/Zip _____ Phone _____

Instructions to Transferring Institution (check all that apply)

- Transfer all funds and close my account
- Transfer exactly \$ _____
- Transfer the funds immediately.
- Transfer funds on the following date: _____
- Other _____

Please accept this letter as my authorization to transfer funds from the above named account to:

First Eagle Federal Credit Union
600 Red Brook Blvd., Owings Mills, MD 21117

First Eagle Federal Credit Union Routing Number **252075977**

Please make the check payable to First Eagle and note on the check that it is for deposit to my First Eagle Account # _____.

Owner Signature _____ Date _____

Joint Owner Signature _____ Date _____

First Eagle utilizes the Federal Reserve Wire Transfer program to allow members to quickly and conveniently electronically transfer funds between financial institutions. For Wiring Instructions, please contact 888-231-2022.

Instructions: Complete and submit this form to your previous financial institution. This will instruct them to transfer any remaining balances to your First Eagle account.



Direct Deposit Request

Date _____ Employee Number _____
Employee Name _____
Name of Employer _____
Employer Address _____

New Financial Institution

First Eagle Federal Credit Union
600 Red Brook Blvd., Suite 350
Owings Mills, MD 21117

New Financial Institution Routing Number **252075977**

New Financial Institution Account Number _____

Payroll Number _____ Effective/Start Date _____
 Checking [Acct.#] _____ [Amt] \$ _____ Weekly
 Savings [Acct.#] _____ [Amt] \$ _____ Bi-Weekly
 Other _____ [Acct.#] _____ [Amt] \$ _____ Monthly
 Net Check Semi-Monthly

I hereby authorize and request the employer named above to deposit the amounts indicated to First Eagle for each payroll period beginning on the effective/start date indicated above and until further notice from me. If this is a change in a previous Authorization, I instruct my employer to cancel my previous Authorization and to follow this Authorization.

Signature _____ Date _____

Please note: Employer may require you to complete their own Direct Deposit form and/or include a voided check for the account funds will be deposited in.

Instructions: Complete and submit this form to your employer. This authorizes your employer to deposit the amount(s) you indicate into your First Eagle account.



Electronic Payment Change Request

Name of Payee/Merchant _____
Payee Merchant Address _____
Account Number _____ Amount of Payment \$ _____
Phone _____ Date _____

I hereby authorize and request that my electronic payment from:

Account Number _____ at _____ (Previous Financial Institution)

Be changed to:

First Eagle Federal Credit Union
600 Red Brook Blvd., Suite 350
Owings Mills, MD 21117

First Eagle Federal Credit Union Routing Number **252075977**

Checking **Savings**

First Eagle Account Number _____

I authorize this change in electronic payment effective (date) _____

Signature _____ Date _____

Instructions: Complete and submit this form to the merchants and service providers with which you have automatic payments charged from your account. This will instruct them to update your account information. This may include: Mortgages, Cable, Phone, Gym memberships, Loans, Insurance, Internet, Gas, Electric, Water, Pest Control, Yard Maintenance, Court-Issued Payments and Account Transfers.