



## **Thank you and Welcome**

Guadalupe Credit Union

Santa Fe, NM 87505

Dear

We appreciate your business and want to make your transition to Guadalupe Credit Union as easy as possible. We will gladly assist you with 3 easy steps to switch your accounts to your Member Centric credit union.

If you need and any assistance you can visit one of our branches or give us a call at (505) 982-8942.

Thank you,



## **Automatic Payment Letter**

To Whom It May Concern:

I have recently changed financial institutions and I hereby authorize you to switch the following regular payments over to my new account at Guadalupe Credit Union, routing number 307084347, account number .

My account information is as follow:

Name:

Account Number:

Please contact me at with any questions.

Thank you,

Phone



## Direct Deposit Letter

To Whom It May Concern:

I have recently changed financial institutions and I hereby authorize you to switch the following regular payments over to my new account at Guadalupe Credit Union, routing number 307084347, account number .

If this letter is not sufficient to have my direct deposit changed, please contact me and/or send me any necessary forms.

Please contact me at \_\_\_\_\_ with any questions.

Thank you,

Phone



## Previous Financial Institution Letter

To Whom It May Concern:

I hereby authorize the closure of my account effective  
follows:

. The account information is as

Name:

Account Number:

Please transfer any remaining balance via check to:

Guadalupe Credit Union  
3601 Mimbres Lane  
Santa Fe, NM

Or electronically to Guadalupe Credit Union

Routing Number: 307084347

Account Number:

Please contact me at \_\_\_\_\_ with any questions.

Thank you,

Phone