



Date _____

Rio Grande Credit Union
301 Rio Bravo Blvd SE
Albuquerque, NM 87105

Dear _____,

We appreciate your business and want to make your transition to Rio Grande Credit Union as easy as possible. We will gladly assist you with 3 easy steps to switch your accounts.

If you need any assistance you can visit one of our branches or give us a call at (505) 262-1401.

Thank you,

Name (ARO) _____ Phone (ARO) _____

Signature (ARO) _____

Switching as easy as 1-2-3:

1. Open your new account with RGCU- sign up for online banking and bill pay
2. Transfer your direct deposit and automatic payments
3. Close your old account.



Date _____

To Whom It May Concern at _____

I have recently changed financial institutions and I hereby authorize you to switch the following regular payments over to my new account at Rio Grande Credit Union, routing number 307083678, account number _____.

My account information is as follow:

Name: _____

Account Number: _____

Please make this change effective immediately. Please contact me at _____ with any questions.

Thank you,

Name _____

Signature _____



Date _____

To Whom It May Concern,

I have recently changed financial institutions and I hereby authorize you to switch the following regular deposits over to my new account at Rio Grande Credit Union, routing number 307083678, account number _____. Please make these changes as soon as possible.

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

Please contact me at _____ with any questions.

Thank you,

Name _____

Signature _____



Date _____

To Whom It May Concern at _____,

I hereby authorize the closure of my account effective _____. The account information is as follows:

Name: _____

Account Number: _____

Please transfer any remaining balance via check to:

Rio Grande Credit Union RGCU Routing # 307083678
301 Rio Bravo Blvd. SE Account # _____
Albuquerque, NM 87105 Savings Checking

Please contact me at _____ with any questions.

Thank you,

Name: _____

Signature: _____