



Account Switch Checklist

1-800-848-0018

Qualstar Routing/ABA Number: 325081966

Your Qualstar Account: _____

Remember to **sign all switch kit documents** prior to mailing them to their proper institution.

Sign and mail previous financial institution closure letter(s) to close your account (*only once all automatic credits and debits have been switched and all outstanding checks have cleared*).

Account #	Type Of Acct.	Phone #	Date Mailed	Closure Confirmed

Cancel each payee in the previous financial institution's bill payer(s) and add to Qualstar Credit Union's Bill Payer in Home Banking.

Financial Institution	Payee	Amount	Due Date

Sign and mail automatic payment change letter(s) for ACH payment(s) – these are payments that you provided our routing number and your full account number to pay on a specific date, automatically from your account; provide a voided Qualstar check to the payee, if applicable.

Payee	Account #	Amount	Due Date

Sign and mail automatic payment change letter(s) for Debit/Check Card payment(s) – these are payments that you provided your debit/check card number & info. to pay on a specific date, automatically from your checking.

Payee	Account #	Amount	Due Date

Sign and mail Direct Deposit change letter – attach a voided Qualstar check, if applicable

Depositor	Date	Amount