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