

# Helpful Hints When Switching To Members First Credit Union

## Information Needed

Members First will be glad to mail all forms for you. We will need the forms completely filled out to ensure the changes are made as soon as possible. Be sure to have contact information for each company/depositor (addresses, phone numbers, etc.) as well as your account numbers from each company and former financial institutions.

## Automatic Deposits

These are recurring payments automatically deposited into your account. Changes should take effect within 3 payment periods. Keep your former accounts open until you are sure the deposits have switched to Members First. If you don't see the deposit after 3 periods, contact the depositor. Some companies, like the Social Security Administration, require special forms. Contact the company to be sure no other forms are required. If you have more than one automatic deposit, we will need a form for each company.

## Automatic Deductions

Changes to automatic deductions normally occur within 2 withdrawal periods. Keep your old account open until you are sure that all deductions have been moved to Members First. Again, if the withdrawal has not been moved after 2 withdrawal periods, contact the company making the withdrawals.

## Closing your Account

Make sure the account you are closing is balanced and that you have enough remaining funds in the account for outstanding items to clear. Once all items have cleared, the account may be closed. Remember to check with your former financial institution because they may need additional forms to close the account. If you would like to wire transfer the remaining funds from your former financial institution to:

## Members First wiring instructions:

**Wire To: Catalyst Federal Credit Union**

**ABA#: 311990511**

**For Credit To: Members First Credit Union**

**Account #: 314978394**

**For Further Credit To: Your Name**

**Your Account Number**

Main Branch  
5444 S Staples St.  
Corpus Christi, TX 78411  
Ph: 361-991-6178  
Fax: 361-993-1704

SPID Branch  
1430 S. Padre Island Dr.  
Corpus Christi, TX 78416  
Ph: 361-991-6178  
Fax: 361-882-4060



Violet Branch  
11166 Up River Rd.  
Corpus Christi, TX 78410  
Ph: 361-991-6178  
Fax: 361-241-3997

Harlingen Branch  
722 S. Loop 499  
Harlingen, TX 78550  
Ph: 361-991-6178  
Fax: 956-428-3520