

## Membership resignation

### Important

To finalise resignation of your membership all of the services attached to the membership must be cancelled. If you have a Visa card, cheque book and/or payroll credits with Credit Union SA please complete the appropriate section(s) on this form.

Member number \_\_\_\_\_

Member name \_\_\_\_\_

### Payroll/direct credit arrangements

If you have payroll or direct credit allocations to this membership you need to advise your paymaster that you are closing the membership.

### Cheque account holders

List any outstanding transactions you may have on your cheque account.

\_\_\_\_\_

\_\_\_\_\_

Attached are my unused cheques.

### Security packet

Does Credit Union SA hold a security packet on your behalf?

Yes  No

### Visa card holders

Your Visa card will be cancelled on receipt of this application. However, your account will not be closed until all outstanding transactions have been processed.

- My Visa card(s) are attached.
- My Visa card(s) have been destroyed

### Insurance policy holders

- Retain all my insurance policies on this membership.
- Cancel all my insurance policies on this membership.

### Balance of funds

- Transfer to Credit Union SA  
Account no. \_\_\_\_\_
- Transfer to another financial institution  
Account No. \_\_\_\_\_  
BSB No. \_\_\_\_\_  
Account name \_\_\_\_\_

The name does not form part of the payment mandate and therefore will not be cross-checked.  
Please confirm that the BSB and account number details are correct before continuing.  
Payments made to the wrong account may not be recoverable.

### Reason for resignation

Please provide the main reason for your resignation from Credit Union SA:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby wish to resign my membership with Credit Union SA Ltd. I direct Credit Union SA Ltd to close all accounts, and cancel all instructions and authorities currently held on this membership and effect the changes shown on this form from receipt of this notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Office use only

Signature verified by: \_\_\_\_\_ Taken by: \_\_\_\_\_ Date / /

**Office use only**

**Resignation checklist - MEC Branch**

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**Section 1**

<i>Card type</i>	<i>Attached</i>	<i>Destroyed by staff</i>	<i>Not to hand</i>	
Visa debit card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Direct debit closed
Visa credit card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Auto transfers closed
Redicard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Safe custody packet taken - if applicable
				<input type="checkbox"/> Insurance dept notified - if applicable
				<input type="checkbox"/> Overdraft insurance cancelled if applicable

**Section 2**

- Direct credits closed
- Internet banking / phone banking closed
- Disable Data Sharing CDR
- eStatements removed (if applicable)
- Cheque account facility closed
- Overdraft(s) closed
- Cards cancelled
- Reason for closing loaded
- Pending resignation pop-up loaded (for Visa cards)
- Statement cycle changed to EOM
- PayID's / Mobile Banking App closed  
(if non personal RIM - check signatories for PayIDs linked to non personal accounts)
- PayTo service closed

**Section 3**

- Pop-ups closed except those related to collection issues
- Share account closed
- Self Service Teller closed
- Membership closed
- or  Class changed
- Resignation letter sent  
- doesn't apply to change of class
- Relationship(s) - ie signatory, joint etc  
RIM checked and closed if no account(s) relationships exist.

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_