

## SWITCH CHECKLIST

WE MAKE IT EASY TO SWITCH TO EXCHANGE BANK. JUST FOLLOW OUR SIMPLE CHECKLIST,  
AND YOUR MOVE WILL GO AS SMOOTHLY AS POSSIBLE!

- Open your new account(s) with Exchange Bank.
- Fill out the enclosed Direct Deposit and Automatic Payment forms.
- Make sure all of your checks have cleared and your automatic payments and deposits have been switched before closing your other account(s).
- Close your account by notifying your old bank with the enclosed Close Account Request form.
- Destroy all unused checks, deposit slips, ATM and debit cards. Keep your new Exchange Bank routing and account numbers handy for direct deposit and automatic withdrawal requests.



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# EXCHANGE BANK

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## AUTHORIZATION FOR DIRECT DEPOSIT

TO: \_\_\_\_\_

(Employer)

PLEASE SWITCH MY DIRECT DEPOSIT TO **EXCHANGE BANK** STARTING ON:

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

NEW ACCOUNT #: \_\_\_\_\_

(Attached is voided check)

NEW BANK ROUTING #: \_\_\_\_\_ 104903333 \_\_\_\_\_

SWITCHING FROM: \_\_\_\_\_

(Name of Previous Financial Institution)

OLD ACCOUNT #: \_\_\_\_\_

OLD BANK ROUTING #: \_\_\_\_\_

ACCOUNT HOLDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

DAYTIME PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_



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## AUTHORIZATION FOR AUTOMATIC PAYMENT

SERVICE PROVIDER: \_\_\_\_\_

MY ACCOUNT # WITH  
YOUR ORGANIZATION: \_\_\_\_\_

PLEASE SWITCH MY AUTOMATIC PAYMENT TO **EXCHANGE BANK** STARTING ON:

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

TYPE OF ACCOUNT: \_\_\_\_\_  
(Checking or Savings)

NEW ACCOUNT #: \_\_\_\_\_  
(Attached is voided check)

NEW BANK ROUTING #: \_\_\_\_\_ 104903333 \_\_\_\_\_

SWITCHING FROM: \_\_\_\_\_  
(Name of Previous Financial Institution)

OLD ACCOUNT #: \_\_\_\_\_

OLD BANK ROUTING #: \_\_\_\_\_

ACCOUNT HOLDER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

DAYTIME PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_



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## ACCOUNT CLOSING REQUEST

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

TO: \_\_\_\_\_  
 (Financial Institution Name)

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

FROM: \_\_\_\_\_  
 (Name(s) on Account)

LAST FOUR DIGITS OF SOCIAL SECURITY #: \_\_\_\_\_

PLEASE **CLOSE** THE FOLLOWING  
 ACCOUNTS WITH YOUR INSTITUTION:

ACCOUNT 1	ACCOUNT TYPE	
	ACCOUNT	
	SEND PAYMENT AT ONCE <input type="checkbox"/> (CHECK ONE)	OR DEFER PAYMENT <input type="checkbox"/> (CHECK ONE) UNTIL CLOSE OF INTEREST PAYMENT
ACCOUNT 2	ACCOUNT TYPE	
	ACCOUNT	
	SEND PAYMENT AT ONCE <input type="checkbox"/> (CHECK ONE)	OR DEFER PAYMENT <input type="checkbox"/> (CHECK ONE) UNTIL CLOSE OF INTEREST PAYMENT
ACCOUNT 3	ACCOUNT TYPE	
	ACCOUNT	
	SEND PAYMENT AT ONCE <input type="checkbox"/> (CHECK ONE)	OR DEFER PAYMENT <input type="checkbox"/> (CHECK ONE) UNTIL CLOSE OF INTEREST PAYMENT

Forward funds to me at the following address:

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

DAYTIME PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

JOINT ACCOUNT

HOLDER SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_



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## TRACK YOUR SWITCH

Use this form to keep track of all the information you need to move your direct deposits, payments and close your old account.

**YOUR EXCHANGE BANK ACCOUNT #** \_\_\_\_\_

**YOUR EXCHANGE BANK ROUTING #** 104903333

### DIRECT DEPOSIT

<b>ONE</b>	COMPANY (Name/Address)		
	DATE LETTER MAILED	/ /	<b>STATUS</b>
	ESTIMATED SWITCHING DATE	/ /	
<b>TWO</b>	COMPANY (Name/Address)		
	DATE LETTER MAILED	/ /	<b>STATUS</b>
	ESTIMATED SWITCHING DATE	/ /	
<b>THREE</b>	COMPANY (Name/Address)		
	DATE LETTER MAILED	/ /	<b>STATUS</b>
	ESTIMATED SWITCHING DATE	/ /	

### AUTOMATIC PAYMENTS

<b>ONE</b>	COMPANY (Name/Address)		
	DATE LETTER MAILED	/ /	<b>STATUS</b>
	ESTIMATED SWITCHING DATE	/ /	
<b>TWO</b>	COMPANY (Name/Address)		
	DATE LETTER MAILED	/ /	<b>STATUS</b>
	ESTIMATED SWITCHING DATE	/ /	
<b>THREE</b>	COMPANY (Name/Address)		
	DATE LETTER MAILED	/ /	<b>STATUS</b>
	ESTIMATED SWITCHING DATE	/ /	



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## TRACK YOUR SWITCH

### OUTSTANDING CHECKS

<b>ONE</b>	OUTSTANDING CHECK PAYABLE TO:	
	OUTSTANDING CHECK #	
	OUTSTANDING CHECK AMOUNT	
	DATE CLEARED	
<b>TWO</b>	OUTSTANDING CHECK PAYABLE TO:	
	OUTSTANDING CHECK #	
	OUTSTANDING CHECK AMOUNT	
	DATE CLEARED	
<b>THREE</b>	OUTSTANDING CHECK PAYABLE TO:	
	OUTSTANDING CHECK #	
	OUTSTANDING CHECK AMOUNT	
	DATE CLEARED	
<b>FOUR</b>	OUTSTANDING CHECK PAYABLE TO:	
	OUTSTANDING CHECK #	
	OUTSTANDING CHECK AMOUNT	
	DATE CLEARED	
<b>FIVE</b>	OUTSTANDING CHECK PAYABLE TO:	
	OUTSTANDING CHECK #	
	OUTSTANDING CHECK AMOUNT	
	DATE CLEARED	

(Make sure all outstanding checks have cleared before closing accounts)

