

SWITCH WITH EASE

This kit provides a simple step-by-step process to help you make a smooth and easy transition to our bank. We provide you with the forms to close your account(s) and change your Direct Deposit(s) and automatic withdrawals. We'll be happy to assist you with any of the forms included in the switch kit.

STEP 1 *Open Up – Your New Accounts*

- Your first step is to open your new TruPoint Bank Checking Account. Choose the type of account that best fits your needs – from FREE Checking to our PremierPoint relationship account. Complete the enclosed form and bring it by one of our convenient locations today.

STEP 2 *Close Account – Prepare to Close Your Old Account*

- Be sure to leave your old accounts active long enough to allow outstanding checks and automatic withdrawals to clear. Leave enough money in place to cover these transactions. This process may take several weeks. Once you're sure that the old accounts are inactive, you can ask your previous financial institution to send you the balance from that account. Then you can destroy your old checks, ATM/debit cards and deposit slips.

STEP 3 *Switch Over – Switch Over Your Automatic Transactions*

- The below forms will help you contact the companies and financial institutions that handle your automatic deposits and withdrawals. We'll be happy to help you with any of these forms. Use this checklist to keep track of people you may need to contact:

Direct Deposit

- Your employer's human resources department
- The company handling your retirement or pension payments
- Social Security Administration

Anyone who makes automatic withdrawals from your account:

- Mortgage company
- Homeowner's insurance
- Auto insurance
- Life insurance
- Other

STEP 4 *You're Done! – It was that easy.*

- **Welcome to the TruPoint Bank "family."** We hope you will take advantage of all the great products and services we offer. Don't hesitate to let us know if we can help in any way.



NEW ACCOUNT INFORMATION

PRIMARY APPLICANT

Name _____

Home Address _____ Rent _____ Own _____

City _____ State _____ Zip _____

Home Phone Number _____ Cell Number _____

Work Phone Number _____ Ext _____

E-mail _____

SSN _____ Date of Birth _____

Employer Name _____

Address _____

City _____ State _____ Zip _____

Position _____

Driver License Number _____ State _____

Signature





CLOSE ACCOUNT

Date

Bank's Name

Address

City, State, Zip

To Whom It May Concern:

Please close my account _____ (account number), and send a check for the remaining balance to me at the address listed below.

If you have any questions about this request, please contact me during the **DAY** / **EVENING** (circle one) at

(_____) _____ (phone number).

Thank you.

Sincerely,

Signature

Co-Signer Signature

Name (please print)

Co-Signer Name (please print)

Address

City, State, Zip



CHANGE PAYROLL DIRECT DEPOSIT

Date

Employer/Depositor's Name

Address

City, State, Zip

To Whom It May Concern:

You are currently depositing **MY ENTIRE PAYCHECK / PART OF MY PAYCHECK** (circle one) to the following account:

Old Bank: _____

Bank Routing Number: _____

Account Number: _____

Please stop making deposits to that account and instead make them to:

Financial Institution Name: TruPoint Bank

Bank Routing Number: 051403672

Account Number: _____

If you have any questions about this request, please contact me during the **DAY / EVENING** (circle one) at

(_____) _____ (phone number).

Thank you.

Sincerely,

Signature

Name (please print)

Address

City, State, Zip

Other Information Your Employer May Need (SSN, Employee ID#, etc.)

CHANGE AUTOMATIC WITHDRAWAL

Date

Name of Company That Makes Automatic Withdrawal

Address

City, State, Zip

To Whom It May Concern:

You are currently withdrawing \$ _____ (amount) for my _____ (what payment is for),
_____ (account or other identifying number), _____ (when) from

the following account:

Old Bank: _____

Bank Routing Number: _____

Account Number: _____

Please stop making withdrawals from that account and instead make them from:

Financial Institution Name: TruPoint Bank

Bank Routing Number: 051403672

Account Number: _____

If you have any questions about this request, please contact me during the **DAY** / **EVENING** (circle one) at
(_____) _____ (phone number).

Thank you.

Sincerely,

Signature

Name (please print)

Address

City, State, Zip