CENTRAL BANK
COMMITMENT TO COMMUNITY

# SWITCH KIT

## How can I make the switch to Central Bank?

**OPEN**

**Open a new account.**
Visit your local branch and meet with one of our Customer Service Representatives!

**SWITCH**

**Switch your automatic transactions.**
Use the provided forms to help you switch all of your automatic withdrawals and direct deposits to us!

**CLOSE**

**Close your old account.**
Don’t forget to close your old account with your previous financial institution!

## Getting Organzied: Helpful Tips

- Your **routing number** and **account number** can be found at the **bottom of a check**. The routing number is the group of nine numbers in the bottom left corner, and the account number is the second set of numbers typically found towards the middle.
- **Direct deposits** are recurring credits that are automatically deposited into your account, like your payroll or social security.
- **Automatic withdrawals** are recurring debits that are automatically taken out of your account, like your mortgage payment or insurance payment.
- Some recurring transactions can be linked to your **debit card**. Be sure to note on your statement which transactions are specifically linked to your debit card number instead of your account number.
- Look back at your **last two monthly statements** and make a **list of your recurring debits and credits** and what dates they occur.

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## Opening a New Account

**What you need:**

- Valid photo ID (driver's license or passport)
- Social security card
- Proof of current mailing address **IF** it is different from the address on your photo ID
- $100 deposit for checking accounts
- $50 deposit for savings accounts

**We will perform a Chex Systems Verification before opening a new account to review any previous account history at other institutions.**

## Transactions Checklists

Use this checklist to help you remember what transactions are going into and coming out of your account and need to be transferred.

**DIRECT DEPOSITS:**

- ☐ Payroll
- ☐ Social Security
- ☐ VA Benefits
- ☐ Retirement

**AUTOMATIC WITHDRAWALS:**

- ☐ Mortgage/rent payment
- ☐ Car payment
- ☐ Insurance premium
- ☐ Utility bills
- ☐ Subcription services
- ☐ Internet/cable bill
- ☐ Cell phone bill
- ☐ Credit card payment
- ☐ Memberships
- ☐ Donations

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## Make the Switch

You can fill out this form by typing in each box or printing it and completing it by hand.

**List your old bank account number and routing number.**

Financial Institution:

Routing Number:

Account Number:

Account Number:

Account Number:

**List all direct deposits.**

| Company Name and Phone Number | Deposit Amount | Date of Occurence |
|---|---|---|
| | $ | |
| | $ | |
| | $ | |
| | $ | |

**List all automatic withdrawals:**

| Company Name and Phone Number | Deduction Amount | Date of Occurence |
|---|---|---|
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |
| | $ | |

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## Closing Your Old Account

**Are you ready to close your old account? Use this checklist to determine if you have followed every step to make the switch.**

- ☐ All outstanding checks have cleared.
- ☐ Direct deposits and automatic debits have been moved to your new account at Central Bank.
- ☐ All recurring debit card transactions have been moved to your new Central Bank debit card.

**Once you have completed each step, you will need to visit your previous financial institution or go online to their website and begin the process of closing your old account.**

- Make sure to shred all checks and debit or credit cards that are associated with your old account.
- Update all digital wallets with your new account number, routing number, and debit card number. (i.e., PayPal, Venmo, Apple Pay, Samsung Pay)

## Welcome to Central Bank!

We are excited to welcome you to our Central Bank family! We are committed to serving our community and developing relationships that will last.

Now that you've made the switch, let us assist you with all of your finances! Our Customer Service Representatives and Loan Officers are ready to answer any questions you may have about CDs and loans!