

## Switch Kit

Switching to Citizens Bank is fast and convenient following a few simple steps in our switch kit.

### Open your new Citizens Bank Checking account today

Come in to your local branch to open your new account. Please bring the following items for each account holder:

A valid driver's license

A second form of ID i.e. Social Security Card or Credit Card

Minimum deposit to open account (check our current rate sheet)

### Stop using your old bank account

Make sure there are enough funds in your old account to cover any outstanding payments or checks

Destroy all unused checks, withdrawal or deposit tickets, and any cards associated with the account, or you can bring them with you and we'll shred them for you

### Set up any current payments or direct deposits to your new Citizens Bank account

Use the following forms to make this transition as quick and efficient as possible. Your employer may have their own forms for you to fill out as well to switch over your payroll deposit so be sure to contact them when you change banks.

Fill out and mail correct forms to the appropriate business. Most companies require a voided check to complete your form. You can always come into your local branch and we will gladly help fill and mail out your forms. Below you will find a list of common deposits or payments you may have

### Be sure to close your old checking account

Once everything has cleared your old account and you have set up your direct deposits and automatic payments, contact your previous financial institution and close your old account. It is important to contact your previous bank and follow their procedures to ensure no extra fees or charges are associated with your account.

### Start using your new Citizens Bank account and be sure to sign up for our free online banking and bill pay!

**Welcome to Citizens Bank! As always, feel free to ask about our current services and let us know if we can be of any assistance!**



## Important Phone Numbers and Websites

Department of Veterans Affairs

(877) 838-2778

(800) 827-1000

(800) 829-4833

Railroad Retirement Board

(877) 772-5772

(312) 751-4701

Social Security Administration

(800) 772-1213

(800) 325-0778

Office of Personnel Management

(888) 767-6738

(800) 878-5707

Godirect.org

1-800-333-1795

Citizens Bank

1021 South Main Street

Hartford, KY 42347

(270) 298-7429

[www.citizenshartland.com](http://www.citizenshartland.com)

## Opening Your New Account

Please provide the following information for each applicant to make opening your account as fast and easy as possible

Last Name Middle Name First Name

US Citizen    YES    NO    if yes: Social Security Number

Residential Address State Zip Code

Mailing Address (if different from above) State Zip Code

Home Phone Number Cell Phone Number

Occupation/Business/Profession

\*When opening a new account, be sure to bring a valid form of ID and a secondary form of identification such as a social security card, student or membership ID, insurance card, credit card, firearm license, etc. for each applicant.

## Change of Automatic Payment Authorization

Company Name:

Your Name:

Date:

Please stop all current withdrawals from:

Previous Bank

Routing Number: XXXXXXXXX

Bank Account Number: XXX-XXX-X

Amount currently being withdrawn:

Account Name or Number:

Effective Date: XX/XX/XXXX

Please set up all withdrawals to come out of my current bank account:

Citizens Bank

PO Box 205

Hartford, KY 42347

Routing Number: 083903195

Bank Account Number: XXX-XXX-X

Checking Savings

Signature

Date

*I have attached a voided check from my new checking account to this form*

## **Citizens Bank Switch Kit Checklist**

Use this checklist to help you remember your direct deposits and automatic payments you will want to transfer over to your new Citizens Bank account. Having two previous statements may be helpful to reference. Also, have your old and new account and routing numbers handy to fill out the necessary forms. Each payee may have their own preferred form for switching over payments, so be sure to contact them to see what they require.

### ***Common Direct Deposits***

Payroll

Retirement

Social Security/government deposits

Other

### ***Common Automatic Payments***

Rent/Mortgage

Auto/Student/Home Loans

Health/Life/Auto Insurance

Credit Card Payments

Utilities i.e. Water/Gas/Electric

Entertainment i.e. Television/Online Services

Telephone/Cell Phone Services

Memberships

Subscriptions

Investments

Other