



Citizens Bank 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 secondary form of I.D. (i.e. Social Security Card or Credit Card)
- At least the minimum deposit to open your account (Check our current rate sheet for details)

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/deposit tickets and any cards associated with the account. You can also bring them with you and we will 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 transaction 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. Be sure to contact them when you make the switch to a new bank.

Fill out and correct forms to the appropriate business. Most companies require a voided check to complete your form. You can always come in to your local branch and we will gladly help fill out and mail your forms.

Be sure to close your old checking account

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

Welcome to Citizens Bank! Start using your new Citizens Bank account and be sure to enroll in our free Online Banking, Bill Pay, Mobile Banking and more! Feel free to ask about our current services and let us know if we can be of any assistance.



Use this checklist to help you remember your direct deposits/automatic payments you will want to transfer to your new Citizens Bank account. Having two previous statements may be helpful to reference. Also, have your old and new account 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
- Auto-Renewal Memberships
- Subscriptions
- Investments
- Other

Direct Deposit Authorization



Complete this form and take it or mail it to the company you receive the deposit from. If you receive Social Security or any other form of government direct deposits, you will need to contact them directly. *You will need to attach a voided check from your new checking account to this form.

Previous Account Information

<i>Routing Number</i>	<i>Account Number</i>
	Checking <input type="checkbox"/> Savings <input type="checkbox"/>
<i>Bank Name</i>	<i>Account Type</i>

New Account Information

083903195	
<i>Routing Number</i>	<i>Account Number</i>
Citizens Bank	Checking <input type="checkbox"/> Savings <input type="checkbox"/>
<i>Bank Name</i>	<i>Account Type</i>

Last Name *First Name* *Middle Initial*

Street Address

City *State* *ZIP Code*

Work Phone *Home Phone* *Mobile Phone*

SSN *DOB*

Employer *Employer Phone*

Signature *Date*

Bank Employee Signature *Date*

Change of Automatic Payment Authorization



Full Name

Date

Company Name

Please stop all current withdrawals from:

Previous Bank Name

Routing Number

Account Number

\$

Amount currently being withdrawn

Effective Date

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

Citizens Bank

083903195

Checking Savings

Routing Number

Account Type

Bank Account Number

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

Signature

Date



Citizens Bank

www.citizenshartland.com

1021 South Main Street

Hartford, KY 42347

(270)-298-7429

925 Main Street

Munfordville, KY 42765

(270)-524-7271

11 East Hiseville Main Street

Hiseville, KY 42152

(270)-453-3700

Department of Veterans Affairs

(877)-838-2778

(800)-827-1000

(800)-829-4833

Go Direct

godirect.org

(800)-333-1795

Office of Personnel Management

(888)-767-6738

(800)-878-5707

Railroad Retirement Board

(877)-772-5772

(312)-751-4701

Social Security Administration

(800)-772-1213

(800)-325-0778