

Bank of Canton Switch Kit

Making a change has never been easier

Switching banks doesn't have to be a hassle. We make it as effortless as possible, with a Switch Kit that includes everything you need to make the change.

This kit contains:

- Steps to Making the Switch
- Direct Deposit Change Letter
- Automatic Payment Change Letter
- Account Closure Request Letter

For help, please call 888.828.1690, visit one of our local branch offices, or go to www.ibankcanton.com.



We're like family.



Member FDIC. Member DIF.

Making the Switch

5 easy steps to simplified banking

Switching banks doesn't have to be a hassle. We are dedicated to ensuring your transition is as smooth as possible. Follow the five easy steps below and you'll be a Bank of Canton customer in no time.

STEP 1 **Open a Bank of Canton account.**

Apply online at www.ibankcanton.com/apply.aspx, call 888.828.1690 or speak with a Customer Service Representative at one of our convenient branch locations. We'll be happy to help you choose the account that's right for you.

STEP 2 **Stop using your old account(s),**

And allow time for outstanding checks to clear. Destroy unused checks, ATM and/or debit cards and deposit slips associated with your old account.

STEP 3 **Move your direct deposit(s).**

Fill out the enclosed "Direct Deposit Change Request" form and send the completed form to the party making the direct deposit. *Note: you may be asked to fill out an additional form or provide a voided check by the party making the direct deposit.*

- To transfer your social security deposit, call the Social Security Administration at 1.800.772.1213 or go to www.ssa.gov/deposit/howtosign.htm.

STEP 4 **Change your automatic payments.**

Use the enclosed "Automatic Payment Change Request" letter to change all automatic withdrawals or automated payment services to your Bank of Canton account. You may also be able to use the vendor's website to make these changes as well.

STEP 5 **Close your old account(s).**

Once all your outstanding checks, final direct deposits and automatic payments have cleared on your old account and have been redirected to your Bank of Canton account, you'll need to close your old account. Use the enclosed "Account Closure Request" letter to notify your former financial institution of your account(s) closing. *Note: some financial institutions may require you to fill out additional forms.*

Questions?

Don't hesitate to contact our Customer Service Center at 888.828.1690 or visit one of our branch locations to speak to a Customer Service Representative. We'll be happy to help you complete the enclosed forms. We're here to make your switch an easy one. *What else would you expect from family?*



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Company Name

Address

City, State, Zip

Direct Deposit Change Request

Dear Human Resources:

I have recently changed banks and would like to update my direct deposit. Please discontinue my current deposit and begin making direct deposit(s) into my new Bank of Canton account.

If you have any questions regarding this request, please contact me at the phone number listed below.

Employee Information

Name: _____ Social Security #: ____ - ____ - _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Bank Information

Bank Name: Bank of Canton

Bank Routing Number: 211373102

Deposit Information

Account Number: _____

Type of Account: Checking Savings

Please start making this automatic deposit to my account effective:

Immediately On ___/___/_____

Authorization

By signing below, I authorize your company to make deposits directly to my Bank of Canton account indicated above.

Sincerely,

Signature: _____ Date: _____



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Company Name

Address

City, State, Zip

Automatic Payment Change Request

Dear Accounts Receivable:

I have recently changed banks and would like to have my automatic payment with your company changed to my new account. Please discontinue debiting from my old bank account and begin making automatic withdrawals from my new Bank of Canton account.

If you have any questions regarding this request, please contact me at the phone number listed below.

Payee Information

Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
Account Number: _____ Payment Amount: _____

Former Bank Information

Name: _____
Routing Number : _____ Account number: _____

As of ___/___/___, please stop debiting this account and start withdrawing this payment from my new Bank of Canton account . My new information is as follows:

Current Bank Information

Bank Name: Bank of Canton
Routing Number: 211373102 Account number: _____

Authorization

By signing below, I authorize your company to modify my automatic payment as stated above.

Sincerely,

Signature: _____ Date: _____



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Financial Institution _____

Address _____

City, State, Zip _____

Account Closure Request

Dear Customer Service:

This letter is to inform you that I have decided to close my account(s) at your institution. Please close the following account(s) listed below effective as of ___/___/___.

Account 1

Primary Account Holder Name: _____

Primary Account Holder Social Security #: _____

Account Number: _____

Please send the balance of this account by: Check Wire transfer to my new account*

Account 2

Primary Account Holder Name: _____

Primary Account Holder Social Security #: _____

Account Number: _____

Please send the balance of this account by: Check Wire transfer to my new account*

Funds Transfer

Mailing Instructions for Check

Check Payable To: _____

Address: _____

Wire Transfer Instructions

Name on Account: _____

Bank Routing Number: 211373102 Account Number: _____

Authorization

By signing below, I authorize your institution to close my account(s) and remit the balance of the account as designated above. Please cancel any ATM and/or Debit Cards associated with the account as well.

If you have any questions regarding this request, please contact me at the mailing address above.

Sincerely,

Signature: _____ Date: _____

*Fees may apply



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