

# 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](http://www.ibankcanton.com).



Member FDIC. Member DIF.  
NMLS #408169.

# 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](http://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](http://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?*



Member FDIC. Member DIF.  
NMLS #408169.

\_\_\_\_\_  
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: \_\_\_\_\_



\_\_\_\_\_  
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: \_\_\_\_\_



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



# Switching Made Simple.

## New Account Information Sheet

We'd like to make your transition to Bank of Canton as smooth as possible. If you plan on using Direct Deposit, Online Bill Pay, and/or automatic withdrawals from your new accounts, you might find this worksheet helpful to organize your information.

**ROUTING # 211373102**

**ACCOUNT #:** \_\_\_\_\_

### DIRECT DEPOSITS

Enter information about your automatic deposit(s) below. Remember, it may take some time for your depositor(s) to change your account number on their systems. Keep your former account open until all direct deposits have been switched.

Deposit Type	Company Name	Address	Phone Number	Website
Employee Payroll				
Pensions/Retirement				
Social Security	Social Security Administration		800-772-1213	www.ssa.gov
Investment Incomes				
Other				

### BILL PAYMENTS

Enter information about your payee(s) below.

Company Name	Account Number	Address	Phone Number	Amount

### AUTOMATIC WITHDRAWALS

If you'd like your utilities and/or other service providers to debit your account directly on a recurring basis, you'll just need to provide them with your new Bank of Canton Routing # and Account #. These may include:

- |  |                                     |  |
|--|-------------------------------------|--|
| <input type="checkbox"/> Mortgage/Rent | <input type="checkbox"/> Cable/TV   | <input type="checkbox"/> Student Loans |
| <input type="checkbox"/> Credit Cards  | <input type="checkbox"/> Auto Loan  | <input type="checkbox"/> Investments   |
| <input type="checkbox"/> Gas/Oil       | <input type="checkbox"/> Insurance  | <input type="checkbox"/> Charity       |
| <input type="checkbox"/> Electric      | <input type="checkbox"/> Internet   |  |
| <input type="checkbox"/> Water         | <input type="checkbox"/> Cell Phone |  |

As with Direct Deposits, keep your old account open until all automatic deductions have been switched to your new account, as it may take some time for your service providers to update their systems with your new information.

**As always, we are here to help. If you run into any challenges, don't hesitate to call us for assistance. We'll make your switch as hassle-free as possible!**



Member FDIC. Member DIF.  
NMLS #408169.