

## Instructions

Thank you for opening your new checking account with Mountain Commerce Bank (MCB). We appreciate your business and look forward working with you.

The MCB Switch Kit provides convenient resources to assist you with the transition of your accounts from your previous financial services institution to MCB. Simply complete the attached forms, print, sign, and mail the documents to the corresponding companies. Or, bring the completed forms to any MCB location near you and we will take care of the mailing for you.

Use the forms in this Switch Kit to notify companies that automatically withdraw or deposit money into your account. The types of forms included in the Switch Kit are:

< **~~Account~~ # Direct Deposit Request #**

Use this form to notify companies (payroll provider, social security, pension payments, etc.) that deposit money into your account.

< **~~Account~~ # Account Closing Request #**

Use this form to notify your old bank that you are closing your account. Before you send this form to your previous bank, make sure all of your checks have cleared on your old account and you do not have any automatic payments that are pending.

< **~~Account~~ # Automatic Payment Transfer Request #**

Use this form to notify businesses that withdraw money from your account.

Before you begin completing the attached forms, here are some items you will need to have on hand:

< **~~The~~ # Account** and routing numbers (located on your checks) from your old bank.#

< **~~The~~ # Account** number for your new MCB checking account.#

< **~~The~~ # Name** and addresses of the companies that will deposit or withdrawal funds from your account.#

< **~~The~~ # Account** numbers with the companies you have set up to receive automatic payments. Refer to your # bills or statements to locate your account number.

Contact your MCB representative if you have any questions about the MCB Switch Kit.



# Switch Kit

## Direct Deposit Request

Date \_\_\_\_\_

To: Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From: Client Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

**ATTENTION: DIRECT DEPOSIT / ACCOUNTS PAYABLE DEPARTMENT**

This form is to inform you that I have recently changed bank accounts and will need to have my direct deposit switched from my old account to my new account with Mountain Commerce Bank. Please update my information to deposit my income into my new account according to the instructions that follow:

**I currently have my direct deposit going to:**

Bank Name \_\_\_\_\_

Account Number \_\_\_\_\_

ABA Routing Number \_\_\_\_\_

**Please begin sending this deposit to the following account beginning (insert date):** \_\_\_\_\_

Mountain Commerce Bank Contact Name: \_\_\_\_\_

Account Number \_\_\_\_\_

ABA Routing Number 064202268

**Special instructions (attach voided check):**

I authorize the listed company to change the future deposit of my funds to my Mountain Commerce Bank account. This will remain in effect until I have submitted a written request to the listed company to terminate this direct deposit.

Signature \_\_\_\_\_

## Account Closing Request

Date \_\_\_\_\_

To: Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From: Client Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

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### Re: Request to close account

Please allow this letter to serve as my formal request to close my account with your institution. My account information with your institution is as follows:

Account Type \_\_\_\_\_

Account Number \_\_\_\_\_

ABA Routing Number \_\_\_\_\_

Please send all remaining funds in the account to my attention by check at the address you have on file. If you need any additional information or have any questions, please contact me at the phone number listed above.

Signature \_\_\_\_\_

## Automatic Payment Transfer Request

Date \_\_\_\_\_

To: Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From: Client Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

**ATTENTION: AUTOMATIC PAYMENT DEPARTMENT**

This form is to inform you that I have recently changed bank accounts and will need to have my automatic account debit switched from my old account to my new account with Mountain Commerce Bank. The automatic account debit is to be applied to the following account I have with your company:

**My automatic account debit is currently withdrawn from the following account:**

Bank Name \_\_\_\_\_

Account Number \_\_\_\_\_ ABA Routing Number \_\_\_\_\_

Amount \_\_\_\_\_  Monthly  Quarterly  Semi-Annually  Yearly

**As soon as possible, I would like this automatic debit to be redirected to my new Mountain Commerce Bank account:**

Account Number \_\_\_\_\_ ABA Routing Number 064202268

Amount \_\_\_\_\_  Monthly  Quarterly  Semi-Annually  Yearly

**Special instructions:**

If you have any questions or need any additional information, please contact me at the number listed above.

Signature \_\_\_\_\_