



Switching banks can be a hassle, so First Choice Community Bank has created the EZ Switch Kit to help you move your Banking relationship to First Choice Community Bank

## EZ Switch Kit

The EZ Switch Kit includes:

1. Instructions and Forms needed to switch banks.
2. Answers to frequently asked questions.
3. Helpful resources to monitor the switched accounts.

## It's EZ to Switch

Follow these simple steps to move your banking relationship to First Choice Community Bank.

1. **Open a First Choice Community Bank checking account.** We will help you decide which account best fits your needs and you can open your account at any of our locations.
2. **Stop using your previous checking account.** Allow time for outstanding checks and debits to clear. Destroy your ATM and/or debit card(s) and any unused checks and deposit slips.
3. **Move your direct deposit(s) to First Choice Community Bank.** Notify anyone making direct deposits to your previous account of your new First Choice Community Bank information. You will find a direct deposit authorization form in this kit to assist you with the notification.
4. **Transfer any automatic payments and debits to First Choice Community Bank.** Notify anyone deducting automatic payments (mortgage, insurance, gym dues, etc) from your previous account of your new First Choice Community Bank information. You will find an Automatic Payment Form in this kit to assist you in quickly making this switch.
5. **Close your previous checking account.** After all your direct deposits and been switched and all checks and automatic payments/debit(s) have cleared, close your previous checking account. You will find a Close Account Form in this kit to notify your previous bank of your decision to close your account(s).

If you have any questions during this process, we are always here to help at 770-505-5100. You may also visit any branch location or our website,

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

## Answers to Frequently Asked Questions

**Q: What should I do to have my paycheck deposited electronically into my First Choice Community Bank account?**

A: You will find a Direct Deposit Authorization Form that you can complete and sign to authorize your payroll switch. You may use this form to provide notice to your HR Department or payroll depositor.

**Q: What should I do to have my Social Security payment directly deposited into my First Choice account?**

A: For Social Security direct deposits call the Social Security Administration at 800-772-1213 or go to [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm).

**Q: What should I do to have payments that are automatically deducted from my old account transferred to my new First Choice account?**

A: You will find an automatic payment form in this kit to have drafts/automatic payments transferred to your First Choice account.

**Q: Where can I get more Automatic Payment and Direct Deposit Forms?**

A: You can print more forms at [www.firstchoicecb.com](http://www.firstchoicecb.com) by selecting the EZ Switch Kit.

**Q: How do I close my previous checking account?**

A: You will find an Account Closing Form in this kit that can be used to notify your previous bank of your closing request.

**Q: What should I do if I have trouble switching my account(s)?**

A: A First Choice banker will be happy to assist you with any help you may need in switching process. Please call us today at 770-505-5100 for banking that makes life easier.

## Instructions and Forms

Included in this kit are four EZ forms that will help you make a quick switch to First Choice Community Bank! Just complete and send these forms to the appropriate contacts to have automatic payment drafts and direct deposits moved to your new First Choice account(s).

### Form 1     *New Account Information Sheet*

Complete the New Account Information Sheet and bring it to any First Choice Community Bank location to open your new account.

### Form 2     *Direct Deposit Request*

Use the Direct Deposit Request Form to establish Direct Deposit or change Direct Deposit from accounts at other banks to First Choice account(s). Use one copy for each direct deposit you need to set up.

### Form 3     *Automatic Payment Request*

Use the Automatic Payment Request Form to set up automatic payments from your new First Choice Community bank account. Use one copy to notify each merchant of your new bank information.

### Form 4     *Account Closing Request*

Use the Account Closing Request Form to close accounts at other banks. You can use one form for all accounts at the same financial institution. If accounts are at separate financial institutions please use a separate form for each bank.



## NEW ACCOUNT INFORMATION

(Please print; **do not sign** before bring to the bank)

### ACCOUNT INFORMATION

BUSINESS/NON-PERSONAL ACCOUNT TITLE \_\_\_\_\_

EIN: \_\_\_\_\_ TYPE OF BUSINESS: \_\_\_\_\_

### PERSONAL ACCOUNT NAMES OR SIGNERS FOR BUSINESS

1. NAME \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

2. NAME \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_

ACCOUNT PHYSICAL ADDRESS \_\_\_\_\_

CITY, STATE ZIP \_\_\_\_\_

ACCOUNT MAILING ADDRESS (IF DIFFERENT) \_\_\_\_\_

PHONE: HOME: \_\_\_\_\_ CELL: \_\_\_\_\_

BUSINESS: \_\_\_\_\_

DRIVER'S LICENSE/ID# (EACH SIGNER) : \_\_\_\_\_ STATE: \_\_\_\_\_

DRIVER'S LICENSE/ID# (EACH SIGNER) : \_\_\_\_\_ STATE: \_\_\_\_\_

MOTHER'S MAIDEN NAME: \_\_\_\_\_

1. EMPLOYER & ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ LENGTH OF EMPLOYMENT: \_\_\_\_\_

2. EMPLOYER & ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_ LENGTH OF EMPLOYMENT: \_\_\_\_\_

### PLEASE READ BEFORE SIGNING

EVERYTHING THAT I HAVE STATED IN THIS APPLICATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT YOU WILL RETAIN THIS APPLICATION WHETHER OR NOT IT IS APPROVED. YOU ARE AUTHORIZED TO CHECK MY CREDIT AND EMPLOYMENT HISTORY AND TO ANSWER QUESTIONS ABOUT YOUR CREDIT EXPERIENCE WITH ME.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CO-APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDITIONAL SIGNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDITIONAL SIGNER

\_\_\_\_\_  
DATE

## Direct Deposit Request Organizer

Use this resource to identify and track the status of your direct deposits.

Before sending the Direct Deposit Request:

1. Check with your employer or source of income to make sure no other forms are required. For social security direct deposit, call the Social Security Administration at 800-772-1213 or go to [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm).
2. Use the enclosed form to establish your direct deposit at First Choice Community Bank by providing it to your employer/source of income.
3. Maintain the account at your previous bank until direct deposit(s) have been switched over to your new First Choice account(s).

After you have sent the Direct Deposit Request:

1. Confirm with your employer/source of income that the form was received.
2. Monitor you account by logging on to your free Online Banking at [www.firstchoicecb.com](http://www.firstchoicecb.com) to verify that your direct deposit has begun.



## Direct Deposit Organizer

**Examples of Direct Deposit include:**

Paycheck  
Social Security  
Military Pay

Interest Income/Dividends  
VA Compensation  
Retirement/Pension Plan Income

Direct Deposit	Company Name	Last Deposit Date	Date Letter Mailed	Estimated Switch Date	Status



## CHANGE PAYROLL/DIRECT DEPOSIT

DATE \_\_\_\_\_

EMPLOYER/DEPOSITOR'S NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY, ST ZIP \_\_\_\_\_

TO WHOM IT MAY CONCERN:

You are currently depositing MY ENTIRE PAYCHECK \$ \_\_\_\_\_ (amount)/ PART OF MY PAYCHECK \$ \_\_\_\_\_ (amount) from the following account:

Old Bank: \_\_\_\_\_

Old Bank Routing Number: \_\_\_\_\_

Old Account Number: \_\_\_\_\_

**Please stop making deposits to that account and instead send them to:**

Financial Institution Name: First Choice Community Bank \_\_\_\_\_

Bank Routing Number: 61120958 \_\_\_\_\_

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

If you have any questions about this request, please contact me at: \_\_\_\_\_  
Work  
Home  
Cell  
(Please circle one)

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Other Information Your Employer May Need (SSN, Employee ID#)

\_\_\_\_\_  
Street Address

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

## Automatic Payment Request Organizer

### Automatic Payments:

- ◆ Use this resource to identify the Automatic Payments from your previous bank statements, use the Automatic Payment Request Letter to notify the merchant of your bank information.
- ◆ Do not forget, you can also manage your payments with First Choice Community Bank's free Online Banking with Bill Pay.

### Before Sending the Automatic Payment Request:

1. Review the Automatic Payment Resource below to identify any existing automatic payments.
2. Use the form in this kit to request your automatic payment be established at First Choice Community Bank. It may be helpful to contact your previous bank for a list of all automatic payments currently being debit from your account(s)
3. Maintain the account at your previous bank until the automatic payment has been switched over to your new First Choice account(s).





## CHANGE AUTOMATIC WITHDRAWAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF COMPANY THAT MAKES AUTOMATIC WITHDRAWAL

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, ST ZIP

TO WHOM IT MAY CONCERN:

You are currently withdrawing \$ \_\_\_\_\_ for \_\_\_\_\_  
(amount) (what payment is for)  
from \_\_\_\_\_ on \_\_\_\_\_  
(account number) (when)

Old Bank: \_\_\_\_\_

Old Bank Routing Number: \_\_\_\_\_

Old Account Number: \_\_\_\_\_

**Please stop making withdrawals from that account and instead make them from:**

Financial Institution Name: First Choice Community Bank

Bank Routing Number: 61120958

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

If you have any questions about this request, please contact me at: \_\_\_\_\_  
Work  
Home  
Cell  
(Please circle one)

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Street Address

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

## Account Closing Request Instructions

### Account Closing Request:

#### Before sending the account closing request

1. Check with your previous bank to make sure no additional forms or information is required.
2. Inquire about any possible penalties with respect to early withdrawal before you close your account. If you have Certificate(s) of Deposit (CDs), it is important to check maturity dates.

#### After you have sent the Account Closing Request Form

1. Check you account statements to verify that all accounts have a zero balance and have been closed.



# CLOSE ACCOUNT

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

Address: \_\_\_\_\_

Phone/Fax#: \_\_\_\_\_

The Following account numbers indicate the accounts to be closed:

Checking: \_\_\_\_\_  
Checking: \_\_\_\_\_

Account Owners: \_\_\_\_\_  
Account Owners: \_\_\_\_\_

Savings: \_\_\_\_\_  
Savings: \_\_\_\_\_

Account Owners: \_\_\_\_\_  
Account Owners: \_\_\_\_\_

Money Market: \_\_\_\_\_  
Money Market: \_\_\_\_\_

Account Owners: \_\_\_\_\_  
Account Owners: \_\_\_\_\_

CD: \_\_\_\_\_  
CD: \_\_\_\_\_

Account Owners: \_\_\_\_\_  
Account Owners: \_\_\_\_\_

Other: \_\_\_\_\_  
Other: \_\_\_\_\_

Account Owners: \_\_\_\_\_  
Account Owners: \_\_\_\_\_

If you have any questions about this request, please contact me immediately. Otherwise, please send any remaining funds by check to the following address:

Institution Name: First Choice Community Bank

Mailing Address: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Joint Owner Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Joint Owner Name (please print)

\_\_\_\_\_  
Street Address

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