

SWITCH KIT



Switching banks doesn't have to be a hassle. Citizens Bank of Georgia can make your switch a walk in the park.

1) OPEN A NEW ACCOUNT WITH CITIZENS BANK OF GEORGIA

Stop into any of our local branches to open an account. Bring your driver's license with you and have your social security number and birth date ready to provide to the customer service representative. Some Citizens Bank accounts require a minimum balance to open the accounts, be prepared to make a deposit into your new account.

2) MOVE YOUR AUTOMATIC PAYMENTS AND DEPOSITS TO YOUR NEW ACCOUNT

We've provided the forms you'll need, just fill in the blanks and sign. Or, bring us a list of your payees and companies that credit your account, and we'll help you.

3) CLOSE YOUR OLD ACCOUNT

We've provided a letter that notifies your old bank about the accounts you are closing and gives directions for disbursement of any remaining funds. Just make sure all of your checks have cleared and your automatic payments and deposits have been switched before you close your account.

4) QUICK CHECKLIST

To help you keep track of your switch, we've included a quick checklist. You can use this form to track all of the information you need to move your direct deposits, payments, and close your old account. Or, one of our customer service representatives can help.

Be sure to shred or destroy any unused checks, deposit slips and ATM or check cards. Don't forget about other items such as your savings account, safe deposit box, loans and lines of credit. We can help move these accounts as well.

AUTHORIZATION FOR DIRECT DEPOSIT

To: _____
(Employer)

Please Switch My Direct Deposit To

THE CITIZENS BANK OF GEORGIA

Beginning On: ____/____/_____
(Date)

New Account #: _____
(Attached is voided check)

New Bank Routing #: 061104929

Switching From: _____
(Name of previous Financial Institution)

Old Account #: _____

Old Bank Routing #: _____

Account Holder: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____

Signature: _____

Printed Name: _____

AUTHORIZATION FOR AUTOMATIC WITHDRAWALS

Service Provider: _____

My Account # With Your Organization: _____

Please Switch My Automatic Withdrawals To:

THE CITIZENS BANK OF GEORGIA

Beginning On: ____ / ____ / ____
(Date)

Type of Account: _____
(Checking or Savings)

New Account #: _____
(Attached is Voided Check)

New Bank Routing #: 061104929

Switching From: _____
(Name of Previous Financial Institution)

Old Account #: _____

Old Bank Routing #: _____

Account Holder: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____

Signature: _____

Printed Name: _____

ACCOUNT CLOSING REQUEST

Date: ____/____/____

To: _____

(Financial Institution Name)

Address: _____

City, State, Zip: _____

From: _____

(Name(s) on Account)

Last 4 Digits of Social Security #: _____

PLEASE CLOSE THE FOLLOWING ACCOUNTS WITH YOUR INSTITUTION:

Account #1	Account Type	
	Account Number	
Account #2	Account Type	
	Account Number	
Account #3	Account Type	
	Account Number	

Forward funds to me at the following address:

Address: _____

City, State, Zip: _____

Daytime Phone: _____

Signature: _____

Joint Account Holder Signature: _____

Printed Name: _____

SWITCH CHECKLIST

We make it easy to switch to Citizens Bank of Georgia. Just follow our Simple checklist to make your move as smooth as possible.

- Open your new account(s) at Citizens Bank.

- Fill out the enclosed Direct Deposit, Automatic Deposit and Automatic Payment forms.

- Make sure all of your checks have cleared and your automatic payments and deposits have been switched before you close your account.

- Close your account by notifying your old bank with the enclosed form.

- Destroy all unused checks, deposit slips, ATM and check cards. Keep your new Citizens Bank routing and account numbers handy for direct deposit and automatic withdrawal requests.

TRACK YOUR SWITCH

You can use this form to keep track of all the information you need to move your direct deposits, payments and close your old account.

Your Citizens Bank of Georgia

Account #: _____

Your Citizens Bank of Georgia

Routing #: 061104929

DIRECT DEPOSIT

ONE	Company (Name/Address)		
	Date Letter Mailed		Status
	Estimated Switching Date		
TWO	Company (Name/Address)		
	Date Letter Mailed		Status
	Estimated Switching Date		
THREE	Company (Name/Address)		
	Date Letter Mailed		Status
	Estimated Switching Date		

AUTOMATED PAYMENTS

ONE	Company (Name/Address)		
	Date Letter Mailed		Status
	Estimated Switching Date		
TWO	Company (Name/Address)		
	Date Letter Mailed		Status
	Estimated Switching Date		
THREE	Company (Name/Address)		
	Date Letter Mailed		Status
	Estimated Switching Date		

TRACK YOUR SWITCH

OUTSTANDING CHECKS

ONE	Outstanding Check Payable To	
	Outstanding Check #	
	Outstanding Check Amount	
	Date Cleared	
TWO	Outstanding Check Payable To	
	Outstanding Check #	
	Outstanding Check Amount	
	Date Cleared	
THREE	Outstanding Check Payable To	
	Outstanding Check #	
	Outstanding Check Amount	
	Date Cleared	
FOUR	Outstanding Check Payable To	
	Outstanding Check #	
	Outstanding Check Amount	
	Date Cleared	
FIVE	Outstanding Check Payable To	
	Outstanding Check #	
	Outstanding Check Amount	
	Date Cleared	
SIX	Outstanding Check Payable To	
	Outstanding Check #	
	Outstanding Check Amount	
	Date Cleared	

(Make sure all your outstanding checks have cleared)