

# Bank of Halls 5-step Switch Kit

The following forms have been created to help switch your account(s) easier.

**\*Helpful tip:** Keep this sensitive account information secure and, if printed, consider shredding it upon completion. Additionally, exercise caution if transmitting documentation via email, as it may not be a secure form of communication.

1

## OPEN YOUR NEW BANK OF HALLS ACCOUNT.

Visit any of our convenient locations, and a dedicated banking specialist will happily assist you in establishing your new account with us.

2

## GET ORGANIZED.

Use our hassle-free switch kit to organize the transactions that will be switched to your new Bank of Halls account.

3

## TRANSFER YOUR DIRECT DEPOSITS.

Send **Form 1: Direct Deposit Authorization Form** to your employer and other sources to automatically deposit your funds to your account. If you have Direct Deposits going elsewhere, you can use this form to switch them to your new account.

4

## MOVE YOUR AUTOMATIC PAYMENTS.

Send **Form 2: Automatic Payment Authorization Form** to each of your creditors to switch any automatic payments so they'll come out of your new Bank of Halls account.

5

## SAY "GOODBYE" TO YOUR OLD ACCOUNT.

Use **Form 3: Account Closing Letter** to notify your previous financial institution to close your account and let them know how to disburse any remaining funds. Ensure all your checks and debits have cleared BEFORE you close your old account.

*Please note: The Bank of Halls cannot guarantee that these forms will be accepted in every instance. Your previous financial institution and/or service partners may require you to make any of these requests in person or by mail. They may also need more or different information than is contained in the forms provided.*

*If you have any questions or concerns during this process, please do not hesitate to call or stop by your local Bank of Halls branch.*

# Transaction Checklist

## GET ORGANIZED

**\*Helpful tip:** Gather your most recent statement from your old financial institution for reference. You may even want a couple months' worth. If applicable, include statements/information for utility payments, loan payments, health club memberships, etc., you have set up with your old account.

## DIRECT DEPOSITS: LIST ALL DIRECT DEPOSITS TO YOUR ACCOUNT(S).

Deposit Type	Company/Institution Name	Account Number	Amount	Date
Employer Payroll				
Social Security				
Pension/Retirement				
Investment/Brokerage				

## AUTOMATIC PAYMENTS/TRANSFERS: List all withdrawals from your account(s).

Withdrawal Type	Company/Institution Name	Account Number	Amount	Date
Home/Auto Insurance				
Life Insurance				
Gas/Electric				
Phone				
Water				
TV/Internet				
Mortgage				
Credit Card				

## Former Account Activity Tracking

You will want to keep track of the activity on your old account. Ensure all checks, deposits, automatic payments, debit card transactions, and ATM withdrawals are cleared before closing the account.



# Form One

## TRANSFERRING DIRECT DEPOSITS

To transfer your direct deposit, send **Form 1: Direct Deposit Authorization Form** to your employer and any other sources so your funds can be automatically deposited to your Bank of Halls account. Please get in touch with your employer's payroll department if you have questions about their process.

For Social Security deposits, a Bank of Halls representative can assist you by calling the Social Security Administration at (800) 333-1795 or signing up online at [ssa.gov/deposit](https://ssa.gov/deposit).

**\*Helpful tip:** Include a voided Bank of Halls check with this form. One of the starter checks you received when you opened your account will be fine. Please feel free to make as many copies of these forms as you need.

# Form One: Direct Deposits

## DIRECT DEPOSIT AUTHORIZATION FORM

**Attention:** (Enter the company you want deposits directed from here)

Name

Address

City

State

Zip Code

**From:** (Enter your personal information here)

Customer Name

Customer Address

City

State

Zip Code

Social Security Number (if required)

Phone Number

**\*Note:** For Social Security Deposits, a Bank of Halls representative can assist you by calling the Social Security Administration at (800) 333-1795 or signing up online at [ssa.gov/deposit](https://ssa.gov/deposit).

### To Whom It May Concern,

I have recently switched financial institutions. Please stop making deposits into my old account and begin making them to my new Bank of Halls account indicated below.

**New Account Information:** (Enter your Bank of Halls information here)

Bank of Halls Routing Number

Account Number

☐ Checking

☐ Savings

Account Number

☐ Checking

☐ Savings

Signature

Date

DEPOSIT: ☐ Total Amount ☐ \$ into CHECKING account listed above

DEPOSIT: ☐ Total Amount ☐ \$ into SAVINGS account listed above

**\*Helpful tip:** Include a voided Bank of Halls check with this form. One of the starter checks you received when you opened your account will be fine.



101 E. Main St.  
Halls, TN 38040  
(731) 836-7515







# Form Two

## TRANSFERRING YOUR AUTOMATIC PAYMENTS

Use **Form 2: Automatic Payment Authorization Form** to request the transfer of your automatic payment(s) to your Bank of Halls account or to establish a new automatic payment from your new Bank of Halls account. Please allow sufficient time for your first payments to be activated.

***\*Helpful tip:** Include a voided Bank of Halls check with this form. One of the starter checks you received when you opened your account will be fine. Please feel free to make as many copies of these forms as you need.*

# Form Two: Automatic Payments

## AUTOMATIC PAYMENT AUTHORIZATION FORM

**Attention:** (Enter the company you want payments directed to here)

Name

Address

City

State

Zip Code

**From:** (Enter your personal information here)

Customer Name

Account Number

Customer Address

City

State

Zip Code

Phone NumberPhone Number

### To Whom It May Concern,

I have recently switched financial institutions. Please redirect my automatic payments from my old account and begin withdrawing from my new Bank of Halls account indicated below.

EFFECTIVE: ☐ Immediately ☐ Beginning / /

PAY: ☐ Total Amount ☐ \$

**New Account Information:** (Enter your Bank of Halls information here)

Bank of Halls Routing Number

Account Number

☐ Checking

☐ Savings

Signature

Date

**\*Helpful tip:** Include a voided Bank of Halls check with this form. One of the starter checks you received when you opened your account will be fine.



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# Form Three

## CLOSING OLD ACCOUNTS

It's time to say goodbye to your old accounts! Use Form 3: Account Closing Letter to request your previous financial institution close your account(s) and give directions on how to disburse any remaining funds. Before closing those accounts, ask them if any fees are associated with closing them.

**\*Helpful tip:** *Ensure all your checks and debits have cleared BEFORE you close your old account.*

# Form Three: Account Closing

## ACCOUNT CLOSING LETTER

**Attention:** (Enter your old financial institution's information here)

Name

Address

City

State

Zip Code

### To Whom It May Concern,

Please accept this letter as authorization and close my account(s) listed below with your institution. Please issue a cashier's check in my name for the remaining balance(s) and all accrued interest (if applicable).

Account Type	Account Number	Account Owner Name(s)

**Please send all closing balances to:** (Enter your personal information here)

Name

Address

City

State

Zip Code

Phone Number

Primary Account Owner Signature

Date

Secondary Account Owner Signature

Date