

# Switch Kit

## ***Making a change for the better has never been easier.***

With our simple Switch Kit, we have taken the hassle out of changing banks. Stop putting it off and make the move to a better banking relationship. Our Switch Kit includes all the forms you need to enjoy the benefits of banking with us right away:

- Automatic payment change form
- Direct deposit change form
- Account closure form

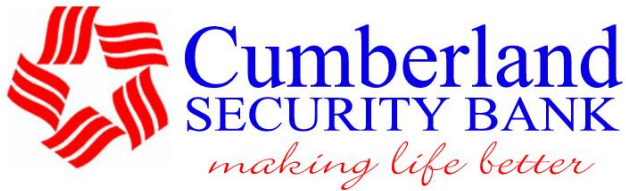
Follow these steps to a better banking relationship.

**Step 1: OPEN YOUR NEW ACCOUNT WITH CUMBERLAND SECURITY BANK.** Visit any of our convenient branch locations to open an account. You will need the following information to complete the account opening process:

- Your old checking account information
- Details of existing automatic payments
- Details of existing direct deposits
- Valid driver's license
- Another form of identification

Included in the Switch Kit, you will find helpful information for choosing an account and products that are right for you.

- Privacy Policy
- Account Types Brochure
- Debit Card Brochure and Form
- Cash Reserve Brochure
- Asset Management Brochure
- Convenient Bank By Mail Envelopes



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**Step 2: STOP USING YOUR OLD CHECKING ACCOUNT.** Remember to leave sufficient funds in the old account to cover any outstanding checks or automatic debits. Destroy your unused checks, deposit slips and ATM/debit cards.

**Step 3: CHANGE YOUR DIRECT DEPOSITS**

Complete the direct deposit change form. Send a copy to your employer, investment advisor, or retirement fund so they know that you have changed banks. Attach a voided check from your new Cumberland Security Bank account.

**Step 4: CHANGE YOUR AUTOMATIC PAYMENTS**

Use the automated payment change form to transfer all of your automatic withdrawals. Don't forget to include online services linked to your old Debit Card. You will need to include a voided check from your new account with each form you complete.

***Complete Steps 3 and 4 before proceeding with Step 5.***

**Step 5: CLOSE YOUR OLD CHECKING ACCOUNT**

Simply complete and submit the account closure form. You may fax or mail it to your bank.

***Tips on locating your routing and account numbers.***

*In order to complete the change forms you will need to know how to identify your routing and account numbers. This information is located on your checks.*

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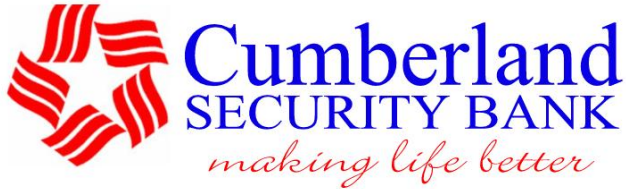
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**YOUR ROUTING NUMBER**

**YOUR ACCOUNT NUMBER**

First set of numbers listed  
On the bottom left-hand of your  
Check.

Second set of numbers listed  
after your routing number.



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## AUTOMATIC PAYMENT CHANGE FORM

Date \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

You are currently withdrawing \$ \_\_\_\_\_ from the following account:

Old Bank's Name \_\_\_\_\_  
Routing Number \_\_\_\_\_  
Account Number \_\_\_\_\_

For \_\_\_\_\_ On \_\_\_\_\_  
Payment or Reason Date

Please stop making withdrawals from this account on \_\_\_\_\_  
Date

And start making withdrawals from my new account listed below on \_\_\_\_\_  
Date

New Bank \_\_\_\_\_  
Routing Number \_\_\_\_\_  
Account Number \_\_\_\_\_

Please contact me at the following phone number if you have any questions:  
Phone \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_

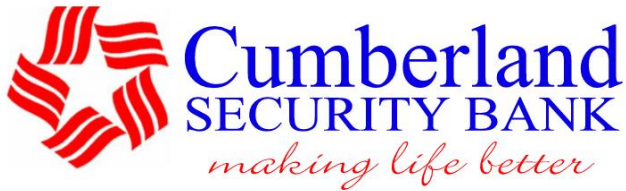
Sincerely,

Signature \_\_\_\_\_

Name \_\_\_\_\_  
(Please Print)

Address \_\_\_\_\_

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



# Switch Kit

## DIRECT DEPOSIT CHANGE FORM

Date \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

You are currently depositing my \_\_\_\_\_ into  
the following account: (List Deposit Type (Paycheck or other))

Old Bank's Name \_\_\_\_\_  
Routing Number \_\_\_\_\_  
Account Number \_\_\_\_\_

Please start making this direct deposit into my new account effective \_\_\_\_\_  
Date

New Bank \_\_\_\_\_  
Routing Number \_\_\_\_\_  
Account Number \_\_\_\_\_

Please contact me at the following phone number if you have any questions:  
Phone \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_

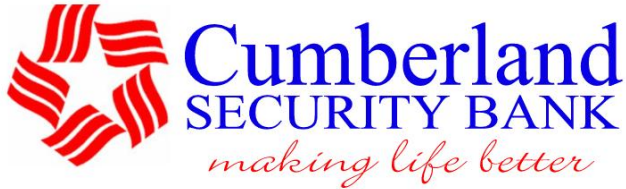
Sincerely,

Signature \_\_\_\_\_

Name \_\_\_\_\_  
(Please Print)

Address \_\_\_\_\_

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



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## ACCOUNT CLOSURE CHANGE FORM

Date \_\_\_\_\_

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

Address \_\_\_\_\_

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

Please close the following account # \_\_\_\_\_

And send a check for the remaining balance to the address below.

If you have any questions about this request, please contact me at the following phone number:

Phone \_\_\_\_\_ Day \_\_\_\_\_ Evening \_\_\_\_\_

Sincerely,

Signature \_\_\_\_\_

Name \_\_\_\_\_

(Please Print)

Address \_\_\_\_\_

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