



Town & Country  
Bank

# The Checking Switch Kit

Switching banks doesn't have to be difficult. We have helped many customers make the switch to Town & Country Bank with these easy steps:

## STEP ONE Getting Started

- Write down your account number in the space provided - you'll need it later.

ACCOUNT# \_\_\_\_\_ ROUTING# **081503704**

You're ready to go - start making deposits to your new account!

## STEP TWO Move Transactions

- Destroy Checks, ATM/debit cards and deposit slips from your old bank.
- Let outstanding checks or automatic withdrawals clear; leave enough money in your old account to cover them. This process might take a few weeks or more.
- Tell your employer to change your direct deposit to Town & Country Bank (you can use the enclosed form letter and we can help you fill it out). Remember to give them a voided check from your new account.
- Contact anyone other than your employer who makes deposits to your account to find out how to request the change. This could include retirement, pension, Social Security or other payments. They may require you to use a special form, or you may be able to use a letter that we can customize for you. A review of previous bank statements can assist in identifying deposits you may need to move.
- Tell anyone who makes automatic withdrawals from your account that you have switched (there's also a letter for this and we can help you with it too); they may need a voided check from your new account. These are transactions that go through a banking system called the Automated Clearing House, or ACH.
- Print the list of payee's from your previous bank's bill pay; having this list at hand when you set up your new bill pay service will save time. Once you have set up your payees with Town & Country Bank contact your old bank and cancel the old bill pay service. Register for our online banking and bill pay services at [www.tcbanks.com](http://www.tcbanks.com).
- Switch charges automatically billed to your old debit card by contacting the company that receives the payment and give them your new card number and expiration date.

## STEP THREE Close Your Old Account

- Make sure all outstanding transactions on your old account have cleared and request closure of your old account using the letter provided in this switch kit.

# Close Account Letter

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BANK'S NAME

\_\_\_\_\_  
ADDRESS

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

To Whom It May Concern:

Please close my account \_\_\_\_\_ (account number), and send a check for the remaining balance to me at the address below.

If you have any questions about this request, please contact me during the day/evening (circle one) at ( \_\_\_\_ ) \_\_\_\_\_ (phone).

Thank you.

Sincerely,

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
ADDRESS

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

\_\_\_\_\_  
CO-SIGNER SIGNATURE

\_\_\_\_\_  
CO-SIGNER NAME (PLEASE PRINT)

# Automatic Withdrawal Letter

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
ADDRESS

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

To Whom It May Concern:

You are currently withdrawing \_\_\_\_\_ (amount) from my \_\_\_\_\_  
(account or other identifying number), on \_\_\_\_\_ (when) from the following account:

OLD BANK: \_\_\_\_\_

BANK ROUTING NUMBER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

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

NEW BANK: **Town & Country Bank** \_\_\_\_\_

BANK ROUTING NUMBER: **081503704** \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

If you have any questions, please contact me at ( \_\_\_\_ ) \_\_\_\_\_ (phone).

Thank you.

Sincerely,

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
ADDRESS

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

# Direct Deposit Letter

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BANK'S NAME

\_\_\_\_\_  
ADDRESS

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

To Whom It May Concern:

You are currently depositing \_\_\_\_\_ (specific deposit) to the following account:

OLD BANK: \_\_\_\_\_  
BANK ROUTING NUMBER: \_\_\_\_\_  
ACCOUNT NUMBER: \_\_\_\_\_

Please stop making deposits to that account and instead make them to:

NEW BANK: **Town & Country Bank** \_\_\_\_\_  
BANK ROUTING NUMBER: **081503704** \_\_\_\_\_  
ACCOUNT NUMBER: \_\_\_\_\_

If you have any questions about this request, please contact me during the day/evening (circle one) at ( \_\_\_\_ ) \_\_\_\_\_ (phone).

Thank you.

Sincerely,

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME (PLEASE PRINT)

\_\_\_\_\_  
ADDRESS

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

\_\_\_\_\_  
OTHER INFORMATION YOUR EMPLOYER MAY NEED  
(SSN, EMPLOYEE ID #, ETC.)