

BANK OF ADVANCE

# SWITCH KIT



## CLOSURE CHECK LIST

- Make sure all checks have cleared on your checking account. Give your Bank of Advance teller a copy of your last bank statement so automatic deposits, withdrawals and bill payment items can be identified.
- Make certain enough funds are available in your old account that may need to be withdrawn.  
**Account Balance Worksheet**
- Send **Direct Deposit Change Request** to your direct deposit vendors (payroll, social security, CD interest payments, etc.) of the change in your relationship.
- Send **Automatic Withdrawal Change Request** to vendors who you want to continue to generate automatic withdrawals.
- We will monitor your new account to make sure that all of your automatic payments and direct deposits have made the switch to your new **Bank of Advance** checking account. As soon as all of your automatic payments and direct deposits have been switched, we will notify you that your old account can be closed.
- Send the **Account Closing Request** to the financial institution that you are closing the account.
- Destroy remaining checks and return Debit and ATM cards.
- Print your current Online Bill payment information so we can help you set up payments in our Online BillPay.

 **Bank of Advance**

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



# ACCOUNT BALANCE WORKSHEET

Now that you are a *Bank of Advance* customer it is okay to close your old account. Begin with the checking account balance shown on your most recent bank statement. Be as accurate as possible when completing this form.

1) Enter your current balance on your account statement \$ \_\_\_\_\_.

2) List the amounts of the deposits made since your last statement.

Date	Amount

Enter the total the deposits +\$ \_\_\_\_\_

3) Subtotal by adding steps 1 and 2.                                =\$ \_\_\_\_\_

4) List all outstanding debits.

All checks, transfers, withdrawals that do not appear on your statement.

(Include any debit card purchases, ATM withdrawals, automatic debits and any other fees.)

Date	Amount

Enter the total of the debits -\$ \_\_\_\_\_

5) Subtract Step 4 from step 3.

This amount should match your checkbook register balance.

= \$ \_\_\_\_\_

*(Note: All pending transactions must be cleared before the account is closed.)*



**Please change accounts for my Direct Deposit**

DATE \_\_\_\_\_

COMPANY MAKING DIRECT DEPOSIT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

You are currently depositing my (**Paycheck, Social Security Check, Retirement Check, CD Interest Check, or Other** \_\_\_\_\_) in whole or in part or you are making a payment into the following account:

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

Routing Number: \_\_\_\_\_

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

**I HAVE OPENED A NEW ACCOUNT AT THE BANK OF ADVANCE. PLEASE DIRECT MY**  
 **EXISTING DIRECT DEPOSIT**       **NEW DIRECT DEPOSIT**  
**TO THE FOLLOWING BANK OF ADVANCE ACCOUNT:**

*Bank of Advance* routing number: 081506523

My *Bank of Advance* checking account number is: \_\_\_\_\_

I have attached a deposit slip to verify the new account information.

SIGNATURE \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

NAME \_\_\_\_\_

EMPLOYEE ID # (IF REQUIRED) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

Social Security Office phone number: 800-772-1213 (customer must be present)

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**Please change accounts for my Automatic Withdrawal**

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DATE

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COMPANY MAKING DIRECT DEPOSIT

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ADDRESS

---

CITY

STATE

ZIP

I have changed financial institutions to **The Bank of Advance**. You are currently withdrawing \$ \_\_\_\_\_ (or paying my current bill amount) from the following account:

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

Routing Number: \_\_\_\_\_

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

For: \_\_\_\_\_

(Payment Reason)

On: \_\_\_\_\_

(Approximate date of the month)

Please stop making withdrawals from this account on \_\_\_\_\_ (date) and start making them from the following **Bank of Advance** account:

**Bank of Advance** routing number: 081506523

My **Bank of Advance** checking account number is: \_\_\_\_\_

I have attached a voided check to verify the new account information.

---

SIGNATURE

PHONE NUMBER

---

NAME

EMPLOYEE ID # (IF REQUIRED)

---

ADDRESS

---

CITY

STATE

ZIP

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## DEPOSIT & PAYMENT CHECKLIST

To make the process easier we've provided the following checklist to make sure all of your direct deposits and automatic payments get redirected to your new **Bank of Advance** account.

### DIRECT DEPOSITS

- Payroll Direct Deposit
- Government Deposits
- Brokerage deposits
- Transfers From Other Bank Accounts
- Child Support
- Other Court Issued Deposits
- Other Deposits

### UTILITY PAYMENTS

- Gas
- Electric
- Local/Long Distance Telephone Service
- Cellular Phone Service
- Water
- Cable or Satellite TV
- Other

### OTHER PAYMENTS

- Insurance
- Internet Service
- Loans
- Mortgages
- Auto Loans
- Other Loans
- Account Transfers To Other Bank Accounts
- Child Support or Court Issued Payments

# Bank of Advance

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**Please close my account(s)**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BANK NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

STATE

\_\_\_\_\_  
ZIP

To Whom It May Concern:

Please close the following account(s) with your institution:

Account #   Checking  Savings  Money Market Other

Account #   Checking  Savings  Money Market Other

Account #   Checking  Savings  Money Market Other

Account #   Checking  Savings  Money Market Other

If you have any questions about this request, please contact me as soon as possible at the following number. Thank you for your prompt attention.

\_\_\_\_\_  
PHONE NUMBER

Sincerely,

\_\_\_\_\_  
PRIMARY ACCOUNT HOLDER SIGNATURE

\_\_\_\_\_  
NAME (PLEASE PRINT) – SSN #

\_\_\_\_\_  
SECONDARY ACCOUNT HOLDER SIGNATURE

\_\_\_\_\_  
NAME (PLEASE PRINT) – SSN #

\_\_\_\_\_  
**PLEASE MAIL AN OFFICIAL BANK CHECK FOR THE TOTAL BALANCE (PLUS ANY INTEREST ACCRUED, IF APPLICABLE) MADE PAYABLE TO THE FOLLOWING:**

\_\_\_\_\_  
NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY

STATE

\_\_\_\_\_  
ZIP