




Switching your account to



has never been easier!!!

Let us help you with our
Citizens Bank Switch Kit.

We're dedicated to ensuring that your transition is a smooth one. The three easy steps below will guide you through the process.

- Step 1: Get Started**  Review your last few statements and note all automatic payments. (Remember to leave sufficient funds to cover any outstanding checks or pending automatic payments.)
- Step 2: Move Direct Deposits & Auto Payments**  Move your direct deposits by completing the Direct Deposit Form, and set up new automatic payments by using the Automatic Payment Form, or consider Citizens E-Branch Banking with Bill Pay.
- Step 3: Close your Old Account**  Confirm all checks have cleared and all automatic payments have been changed. Complete the Account Closure Form and send it to your previous bank. Destroy any unused checks and deposit slips associated with your old accounts. You are now ready to start using your new Citizens Bank account exclusively.

Account Transfer Checklist

Use this checklist, along with your most recent statement from your previous bank account, to quickly identify all companies that need to be updated with your new Citizens Bank account information.

<u>Direct Deposits</u>	Company	Account Number	Date Contacted	Transfer Complete
<input type="checkbox"/> Payroll				
<input type="checkbox"/> Social Security				
<input type="checkbox"/> Other				
<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

<u>Automatic Payments</u>	Company	Account Number	Date Contacted	Transfer Complete
<input type="checkbox"/> Electric				
<input type="checkbox"/> Telephone				
<input type="checkbox"/> Mortgage				
<input type="checkbox"/> Loan				
<input type="checkbox"/> Cell Phone				
<input type="checkbox"/> Cable				
<input type="checkbox"/> Insurance				
<input type="checkbox"/> Gas				
<input type="checkbox"/> Water/Sewer				
<input type="checkbox"/> Internet				
<input type="checkbox"/> Other				
<input type="checkbox"/> Other				

Please make sure that all direct deposits and automatic payment requests have been processed prior to closing your account.

Direct Deposit Form

Complete this, and send it to any organization that is automatically depositing funds to your existing account.

Company Information

Company Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Previous Financial Institution Information

Name of Institution: _____

Account Number: _____

Address: _____

City, State, Zip: _____

Information About You

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Social Security Number: _____

Name of Employer: _____

New Bank Information

Citizens Bank
100 Circle Drive
New Haven, MO 63068
(573) 237-3051

Routing Number: 081905593

Citizens Bank Account Number _____

Type of Account: Checking Savings

I authorize my direct deposit to be sent to my new Citizens Bank account beginning _____
I have enclosed a voided check for reference. date

Signature

date

Automatic Payment Change Notice

Company Receiving Payment

Company: _____

Account Number: _____

Address: _____

City, State, Zip: _____

As of _____ please begin debiting this payment from my new account at Citizens Bank.
date

My New Information

Citizens Bank
100 Circle Drive
New Haven, MO 63068
(573) 237-3051

Citizens Bank Routing Number: 081905593

Citizens Bank Account Number: _____

Type of Account: Checking Savings

Customer Information

Customer Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Signature

Date

Account Closure Form

To be sent to your previous financial institution after your new Citizens Bank account is opened and all affairs with your old account are settled.

Information About Your Previous Financial Institution

Name of Institution: _____

Account Number: _____

Address: _____

City, State, Zip: _____

Information About You

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Social Security #: _____

Joint Owner (if applicable) _____

Please mail balances to:

Citizens Bank

100 Circle Drive

New Haven, MO 63068

Routing Number: 081905593

Phone Number: 573-237-3051

Citizens Bank Account Number: _____

I authorize the closing of my account, and all balances to be forwarded to my new Citizens Bank account. In addition to all my checks having cleared the account to be closed, all direct deposits and automatic payments have been stopped.

Signature of Account Owner

Date