

# 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 Deposit & 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 account.

**You are now ready to use 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.

<b><u>Direct Deposits</u></b>	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				

<b><u>Automatic Payments</u></b>	Company	Account Number	Date Contacted	Transfer Complete
<input type="checkbox"/> Electric				
<input type="checkbox"/> Telephone				
<input type="checkbox"/> Mortgage				
<input type="checkbox"/> Auto				
<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 all Direct Deposits and Automatic Payment requests have been processed prior to closing your previous account.**

# Direct Deposit Form

Complete this form and send it to any company that is automatically depositing funds into 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 starting the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

I have enclosed a voided check for reference.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Automatic Payment Change Notice

## Company Receiving Payment

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip : \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

## 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

## Customer Information

Name : \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip : \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

As of \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ please begin to debit this  
payment from my new account at Citizens Bank.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Account Closure Form

This form is 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 \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (\_\_\_\_) \_\_\_\_\_

Your account Number \_\_\_\_\_

## Information About You

Name : \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip : \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Social Security Number ; \_\_\_\_\_

Joint Owner ( if applicable) : \_\_\_\_\_

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**Please mail balance to :**

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

**Routing Number: 081905593**

Type of Account :  Checking  Savings

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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 changed.

\_\_\_\_\_  
Signature of Account Owner

\_\_\_\_\_  
Date