



## Make the Switch to Peoples Bank of East Tennessee.

If you are thinking about choosing a new bank, consider Peoples Bank of East Tennessee. It's easy to make the switch to Peoples Bank of East Tennessee.

All the forms you'll need to switch your accounts, your automatic transfers and payments, and your direct deposits to Peoples Bank of East Tennessee are right here.

### Here is the information we'll need from you to make the switch:

- Name(s) as listed on current accounts
- Physical address (no P.O. Boxes)
- Social Security number(s) / TIN
- Date of Birth
- Government picture ID
- Name of your current financial institution
- List of all direct deposits, automatic deposits, automatic payments and/or automatic transfers
- Your most recent bank statement
- Copies of bills that are automatically drafted from your accounts (if any).

### Three simple steps to make the switch!

#### **STEP 1: Choose your Branch –**

Meet your Customer Service Representative and set up your new Peoples Bank of East Tennessee accounts.

#### **STEP 2: Change your Automatic Payments and Deposits –**

##### **Automatic Transfers**

Change your automatic transfers to your new Peoples Bank of East Tennessee accounts.

##### **Direct Deposits**

Change your direct deposits to your new Peoples Bank of East Tennessee accounts.

##### **Automatic Payments**

Change automatic payments and drafts to your new Peoples Bank of East Tennessee accounts.

#### **STEP 3: Close your old accounts –**

Close your checking and savings accounts at your former bank.

Keep track of everything you need to switch to Peoples Bank of East Tennessee with our Switch Checklist



**REQUEST AND APPROVAL TO CHANGE AUTOMATIC TRANSFER**

Print and complete a copy of this form to notify any banks or companies that you are authorizing your automatic transfer (example: loan payment, insurance payment, transfer to brokerage accounts, transfers to savings accounts, etc.) to your new Peoples Bank of East Tennessee account.

This form is recommended for fixed dollar amount transfers.

You are currently making the following automatic transfer on my behalf: \$ \_\_\_\_\_

FROM

Name of Bank or Company \_\_\_\_\_

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

TO

Name of Institution \_\_\_\_\_

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

Schedule/Frequency \_\_\_\_\_

Please use this letter as my authorization to switch the transfer to the below listed account at Peoples Bank of East Tennessee

Institution Peoples Bank of East Tennessee

Routing Number 064208398

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

All other aspects of the transfer should remain the same.

Please make this change effective as of (date): \_\_\_\_\_

If you need additional information to complete this change,

I can be contacted at (phone) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**AUTHORIZATION TO CHANGE  
DIRECT DEPOSIT/AUTOMATIC DEPOSITS**

Print and complete a copy of this form for each depositor with whom you have arranged for direct deposit (example: payroll, dividends, royalties, etc.) to notify them that you are authorizing the direct deposit to be made to your new Peoples Bank of East Tennessee account.

Please allow sufficient time for this change to be reflected.

My checking account at the following financial institution has been closed:

Name of former Financial Institution \_\_\_\_\_

Old ABA Routing Number \_\_\_\_\_

Old Account Number \_\_\_\_\_

Name(s) on Account \_\_\_\_\_

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

Please establish direct deposit into my Peoples Bank of East Tennessee checking account.

Peoples Bank of East Tennessee Routing Number: 064208398

My New Peoples Bank of East Tennessee Account Number \_\_\_\_\_

I have enclosed a deposit slip to verify my new Peoples Bank of East Tennessee account number.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**AUTHORIZATION TO CHANGE AUTOMATIC PAYMENT/DRAFT**

Complete this form to cancel automatic payments/drafts (ex: utilities, telephone, etc.) that you make from your former bank account. Print as many copies of this form as you need and mail one to each of the companies with which you have an automatic payment/draft before your next payment is due.

\*Please allow sufficient time for this change to take effect.

\*This form is recommended for variable dollar amount transfers.

I have closed my checking account at:

Name of former Financial Institution \_\_\_\_\_

Old Routing Number \_\_\_\_\_

Old Account Number \_\_\_\_\_

Name(s) on Account \_\_\_\_\_

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

I hereby authorize automatic payment/draft from my new checking account at Peoples Bank of East Tennessee.

Company to receive this form \_\_\_\_\_

My/our account number at this company \_\_\_\_\_

Peoples Bank of East Tennessee Routing Number: 064208398

My new Peoples Bank of East Tennessee Account Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_



## AUTHORIZATION TO CLOSE ACCOUNT

Complete this form and mail it to your former bank to notify them that you are closing your account and would like to receive a check for the remaining balance.

Please allow time for direct deposits or checks that may already be in process.

Print and complete a copy of this form for each checking or savings account that you have at your existing bank.

Please close my account at:

Name of former Financial Institution \_\_\_\_\_

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

Name on Account \_\_\_\_\_

Secondary Name on Account \_\_\_\_\_

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

Please send a check payable to me/us for the remaining balance in the above-described account directly to me/us at this address:

Address \_\_\_\_\_

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

Please establish direct deposit into my Peoples Bank of East Tennessee checking account.

Peoples Bank of East Tennessee Routing Number: 064208398

My new Peoples Bank of East Tennessee Account Number \_\_\_\_\_

I have enclosed a deposit slip to verify my new Peoples Bank of East Tennessee account number.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



### SWITCH CHECKLIST

To ensure a smooth transition, please take a moment to review this checklist and make sure you've covered everything you need to begin your relationship with Peoples Bank of East Tennessee.

#### Did you...

- Choose your Branch location?

#### MY BANK INFORMATION

Branch Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

- Meet your Customer Service Representative and set up your new Peoples Bank of East Tennessee accounts?

My Customer Service Representative is \_\_\_\_\_

- Change your automatic transfers to your new Peoples Bank of East Tennessee accounts?
- Change your direct deposits to your new Peoples Bank of East Tennessee accounts?
- Change your automatic payments and drafts to your new Peoples Bank of East Tennessee accounts?
- Close your checking and savings accounts at your former bank?

**Welcome to PEOPLES BANK OF EAST TENNESSEE!**