

# **SIMPLE SWITCH**



United Community Bank

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

# Simple Switch

**S**top using your old account - But do not close it right away. Allow 1 - 2 months for all checks to clear and for all automatic transactions to be set up with United Community Bank.

**I**nform your employer about your Direct Deposit change request. Use United Community Bank's Simple Switch Payroll Direct Deposit Authorization Form to simplify this move.

Directions for completing the form and helpful phone numbers for Social Security, the Department of Veterans Affairs and the Railroad Retirement Board are included.

**M**ove your automatic payments and/or withdrawals to your new United Community Bank account. Use United Community Bank's Simple Switch Payment/Deposit Switch Form to help simplify the transition.

**P**ay your bills online with United Community Bank's BillPay. Use the Simple Switch BillPay Worksheet to guide you through this simple set-up.

**L**et your previous bank know that you would like to close your old account. Use the Simple Switch Account Closure Form to make this simple request.

**E**njoy your new banking relationship with United Community Bank!

# New Account Checklist

## Direct Deposits, Payroll & Government Checks

☐ Payroll

☐ Investments

☐ Retirement Plans

☐ Social Security

☐ Other \_\_\_\_\_

## Automatic Payments

☐ Home Mortgage / Rent

☐ Gas & Electric

☐ Auto Loans

☐ Cable / Satellite TV

☐ Home Equity Loans

☐ Online Services

☐ Student Loans

☐ Telephone

☐ Health Insurance

☐ Cell Phone

☐ Life Insurance

☐ Club Memberships

☐ Car Insurance

☐ Investments & Annuities

☐ Credit Cards

☐ Charitable Contributions

☐ Water Company

☐ Subscriptions

☐ Other \_\_\_\_\_

Use this checklist to help you remember which direct deposits and automatic payments you can now schedule with your new United Community Bank account.

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



United Community Bank

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

# BillPay Worksheet

Use United Community Bank's Simple Switch BillPay Worksheet to identify all of the payees that you would like to enter into United Community Bank's convenient & easy to use online BillPay service.

Payee	Address	City	State
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Account Number	Account Description	Phone Number	Zip Code
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Payee	Address	City	State
-------	---------	------	-------

Account Number	Account Description	Phone Number	Zip Code
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Payee	Address	City	State
-------	---------	------	-------

Account Number	Account Description	Phone Number	Zip Code
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Payee	Address	City	State
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Account Number	Account Description	Phone Number	Zip Code
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Payee	Address	City	State
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Account Number	Account Description	Phone Number	Zip Code
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Payee	Address	City	State
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Account Number	Account Description	Phone Number	Zip Code
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# Direct Deposit Authorization Form

## PERSONAL INFORMATION:

First Name Last Name

Street Address

City State Zip Code

Work Phone Home Phone

Social Security or TIN Employee ID (If applicable)

Employer Name Employer Phone

## OLD ACCOUNT INFORMATION:

Previous Account # (If applicable) Previous Bank Name (If applicable)

Account Type Checking ☐ OR Savings ☐

Amount (0%-100%) % of Net Pay OR \$

## NEW ACCOUNT INFORMATION:

New Routing Number

New Account Number Effective Date

Account Type Checking ☐ OR Savings ☐

Amount (0%-100%) % of Net Pay OR \$

SIGNATURE DATE

Use this form to notify any company making automatic deposits into your current checking and/or savings account. For payroll deposits, take this form to your Human Resources Department.

You may also complete Treasury Department Standard Form 1199a to request an automatic deposit change for Social Security or other government payments.

**MAKE SURE TO ATTACH A VOIDED CHECK TO THIS FORM.**



# Payment/Deposit Switch Form

**To:**

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

\_\_\_\_\_  
Company Address

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

**From:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
ID Number or Department

**Redirect my:**

Automatic Payment ☐ Automatic Deposit ☐

To my new United Community Bank checking account effective:

Immediately ☐ OR Beginning \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Mo Day Yr

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

\_\_\_\_\_  
Social Security or Tax ID Number

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

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Complete this form for each automatic payment you have. Then mail the form to the appropriate company or organization that is responsible for processing your automatic payment.

**Reminder**

**A separate form for each request must be completed. Make additional copies, if necessary.**



# Account Closure Form

## To Whom It May Concern:

Please close the following account:

\_\_\_\_\_  
Account Holder(s)

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

\_\_\_\_\_  
Account Type

\_\_\_\_\_  
Social Security or Tax ID Number

## Check the Appropriate Boxes:

☐ No disbursement of funds is necessary

Select An Option

☐ I have taken the balance of my account to zero.

☐ I have deposited a check into my new account for the remaining account balance.

☐ Send me a check for the remaining balance of my account payable to:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Thank you for resolving this matter.

Sincerely,

\_\_\_\_\_  
CUSTOMER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
JOINT ACCOUNT HOLDER SIGNATURE (If Applicable)

\_\_\_\_\_  
DATE

**Prior to closing, allow 1 - 2 months  
for all checks to clear and all  
automatic transactions to be setup  
with your new bank account.**

Complete this form and mail it to your  
previous bank. This will help ensure  
your old bank account(s) is closed and  
all funds are transferred to your new  
bank account.

### Reminder

**A separate form for each  
account type must be completed.  
Make additional copies, if necessary.**



United Community Bank