



Centier

The Switch is Simple

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Centier Bank Switch Kit Instructions

Finally, switching banks is easy! If you're looking for a hassle free way of moving current personal or business accounts, the switch is simple with Centier Bank. With a new account from Centier Bank, you'll have all you need to transfer direct deposit, automatic withdrawals, and social security benefits from your previous bank. Follow these steps to hassle free banking!

Step 1. Open a new Centier account at your local Centier Bank or online at www.centier.com.

You will need your account and bank routing numbers for the next steps.

Your new Centier Checking Account includes:

- FREE Debit/ATM Card
- FREE Online Banking
- FREE Bill Pay, when you receive Centier E-Statements
- FREE Account Balance E-mail notification

Step 2. Stop using your old checking account.

Keep your old checking account open until your direct deposits and automatic payments take effect and until ALL outstanding checks clear.

Step 3. Change or sign up for Direct Deposit.

Use the following Direct Deposit Enrollment Form to inform your employer or other organizations that you have a new Centier Bank account. Fill out the form using the account and bank routing numbers from your new Centier Bank account.

Direct Deposit of Social Security or Government Checks:

The fastest way to change the direct deposit of your Social Security benefits is to fill out forms provided to you by a Centier Customer Service Counselor.

Step 4. Change any Automatic Payments.

If you have any monthly payments, such as utility or loan payments, automatically deducted from your account, you can use the following Automatic Change Request to inform these companies of your new account information.

Step 5. Close your old account.

Once your checks have cleared and your automatic payments have been changed to your new account, fill out the attached form to inform your former bank that you wish to close your account.



Direct Deposit Enrollment

New Request Change Request

Use this form to notify your employer (or any other non-governmental organization that regularly sends a payment to you) that you want the proceeds deposited directly into the Centier Bank accounts specified below.

Name	Social Security Number
Address	
City, State, Zip Code	

I hereby authorize (company/organization) _____, hereinafter called "ORIGINATOR", to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit error to my account(s) indicated below and the depository institution named below, hereinafter called "DEPOSITORY", to credit and/or debit the same to such account.

Primary Account

Depository Name CENTIER BANK	Account Number <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Routing Number 0 7 1 9 0 2 8 7 8	Amount to Deposit <input type="checkbox"/> Net Pay <input type="checkbox"/> \$ _____

If the ORIGINATOR allows direct deposit to more than one account, I elect to have part of my proceeds put into the following account:

Optional Secondary Account

Depository Name CENTIER BANK	Account Number <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Routing Number 0 7 1 9 0 2 8 7 8	Amount to Deposit <input type="checkbox"/> Net Pay <input type="checkbox"/> \$ _____

This authority is to remain in full force and effect until ORIGINATOR has received written notification from me of its termination in such time and in such manner as to afford ORIGINATOR and DEPOSITORY a reasonable opportunity to act on it.

Signature

Date



Automatic Payment Change Request

Do you have automatic payments from your checking account?

If you do, you'll want to notify these organizations to begin deducting the payments from your new Centier Bank checking account.

Complete the form below, detach and include it in an envelope with a voided check from your new Centier Bank account. Mail it to the appropriate companies or organizations you have authorized to make withdrawals from your account.

While most companies accept this form, there may be some that require you to complete their own change request form.

Please make additional copies of this form as needed, or download from www.centier.com

Automatic Payment Change Request

To (Payee Name)	
Payee Address	
Account Number (Insert Your Account Number With the Payee)	
Your Name	
Your Address	
I have opened a new account at Centier Bank. Please change your records so that my electronic payments to you are deducted from my new account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Centier Bank Routing Number 0 7 1 9 0 2 8 7 8	Centier Bank Account Number (8 digits)

Signature

Date

Attach voided check here:



Request To Close Account Notice

To:

From:

Please close the account(s) noted below and mail the balance, including any accrued interest, to my home address listed above.

All transactions have cleared the account(s) and all direct deposits and/or automatic payments have been stopped.

Authorization To Close Account

- Account Number: _____ Checking Savings CD Loan
- Account Number: _____ Checking Savings CD Loan
- Account Number: _____ Checking Savings CD Loan
- Account Number: _____ Checking Savings CD Loan
- Account Number: _____ Checking Savings CD Loan
- Account Number: _____ Checking Savings CD Loan

I hereby authorize the closure of the above accounts. All of my checks have cleared the account to be closed and all direct deposits and automatic payments have been stopped.

Signature

Date

Signature (Joint Owner)

Date