

thepeoplesbankoftn.com

# Simple Switch Booklet



**to** The Peoples Bank  
COMMUNITY SERVING COMMUNITY



# 4 Simple Steps to Follow



Thank you for considering The Peoples Bank as your banking partner. We'd love to build a relationship with you and eliminate the hassle of switching your accounts.

1

## Open and start using your The Peoples Bank account.

We will partner with you to help you choose the accounts and services that best fit your needs.

2

## Create your electronic transaction checklist.

The enclosed electronic transaction checklist will help you identify all direct deposits and automatic payments that are reflected in your current accounts. Make sure to also include any recurring debit card transactions on this list as well. The checklist helps to ensure you haven't missed anything! Once identified, please proceed to step three.

3

## Change online and recurring deposits and withdrawals.

While most companies will allow you to make changes to automatic payments and direct deposits online, paper change forms are also included in this kit for your convenience. Fill out the automatic withdrawal and direct deposit authorization forms for each item reflected on your checklist and follow the instructions.

4

## Close your former account.

After all your checks have cleared and your direct deposits and automatic payments are posting to your new The Peoples Bank account, make sure to properly close your other account. Ask the financial institution for their account closing procedures.

# Electronic Transaction Checklist



Direct Deposit - List all direct deposits to your account(s):

| Deposit Type                | Company or Institution Name | Account Number | Amount | Date | Completed |
|-----------------------------|-----------------------------|----------------|--------|------|-----------|
| Employer Payroll            |                             |                |        |      |           |
| Social Security             |                             |                |        |      |           |
| Pension/<br>Retirement Plan |                             |                |        |      |           |
| Investment/Brokerage        |                             |                |        |      |           |
| Other                       |                             |                |        |      |           |
| Other                       |                             |                |        |      |           |
| Other                       |                             |                |        |      |           |

Automatic Payments / Transfers - List all withdrawals from your account(s):

| Deposit Type                     | Company or Institution Name | Account Number | Amount | Date | Completed |
|----------------------------------|-----------------------------|----------------|--------|------|-----------|
| Home/Auto Insurance              |                             |                |        |      |           |
| Life Insurance                   |                             |                |        |      |           |
| Cable/Satellite/<br>Internet     |                             |                |        |      |           |
| Gas/Electric                     |                             |                |        |      |           |
| Water                            |                             |                |        |      |           |
| Telephone/Cell                   |                             |                |        |      |           |
| Mortgage                         |                             |                |        |      |           |
| Auto Loan                        |                             |                |        |      |           |
| Home Equity Loan                 |                             |                |        |      |           |
| Personal Loan                    |                             |                |        |      |           |
| Credit Card                      |                             |                |        |      |           |
| IRS Tax Return                   |                             |                |        |      |           |
| Payments tied to Debit<br>Cards  |                             |                |        |      |           |
| PayPal, Cash App,<br>Venmo, etc. |                             |                |        |      |           |
| Other                            |                             |                |        |      |           |

# Direct Deposit Authorization



You can use your keyboard to fill out this form online,  
or you can print the form and complete by hand.

Use this form to authorize your employer, retirement and pensions funds, or any other agency to deposit your payment directly into your The Peoples Bank account. Use one form per direct deposit.

## Notification of Direct Deposit Authorization Change

Company or Employer:

Address:

City, State, ZIP:

Employee ID:   
(if applicable)

Effective immediately, please deposit the net amount of my check to my The Peoples Bank account. I authorize (name of depositor)  to automatically deposit funds into the account below. This authorization shall remain in place until I have submitted a new authorization form, or until this authorization is changed or revoked by me in writing.

Place an X next to your desired option.

Net amount to The Peoples Bank CHECKING  
Account #  Routing #

Net amount to The Peoples Bank SAVINGS  
Account #  Routing #

Signature:

Name:

Address:

City, State, ZIP:

Phone Number:

### Direct Deposit Checklist

Use the Electronic Transaction Form you completed for your direct deposits you need to transfer. There are the most common:

- Payroll
- Investments
- Retirement Plans
- Social Security

# Automatic Withdrawal Authorization



You can use your keyboard to fill out this form online,  
or you can print the form and complete by hand.

Use this form to authorize your employer, retirement and pensions funds, or any other agency to withdraw your payment directly into your The Peoples Bank account. Use one form per withdrawal.

## Notification of Withdrawal Authorization Change

Name of Company:

Account Number:

Payment Amount:

Address:

City, State, ZIP:

Phone:

Please change my automatic withdrawal from the following account.

Financial Institution:

Account #  Routing #

Please make all future withdrawals from the following account.

Financial Institution: **THE PEOPLES BANK**

Account #  Routing # **084306791**

### Thank you very much.

This authorization will remain in effect until I have submitted to you a new authorization, or until you have been notified by me in writing that this authorization has been changed or revoked.

Signature:

Name:

Address:

City, State, ZIP:

Phone Number:

### Automatic Withdrawal Checklist:

Use the Electronic Transaction Form you completed for your direct deposits you need to transfer. These are the most common:

- Home Mortgage
- Auto Loans
- Utilities
- Insurance
- Cable/Internet
- Gym/Club Memberships
- Credit Cards
- Investments
- Subscriptions
- Charity Donations



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