

SWITCH KIT



Welcome to FCCB! Please use this helpful Switch Kit as a guide to get started on your move to First Citizens. If you have any questions please contact us. We're here to help!



1. Open

Open Your New FCCB Account. Apply online in minutes or visit your local branch to open your new First Citizens account.



2. Switch

Switch your direct deposits and automatic withdrawals. If you have any automatic transactions, use the provided forms to seamlessly switch them to First Citizens.



3. Close

Close your old account once all your pending payments and checks have cleared. Simply fill out the provided form to close your old account. Any remaining account balance will be transferred to First Citizens .

Switch to FCCB *Hassle-Free!*

- » Direct Deposit Authorization Form
- » Withdrawal Authorization Change Form
- » Account Closure Authorization Form



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SWITCH KIT



Notification of Direct Deposit Authorization Change

Use this form to authorize your employer, retirement and pension funds, or any other agency to deposit your payment directly into your First Citizens Community Bank account. Use one form for each direct deposit.

Direct Deposit Checklist:

- Payroll
- Investments
- Retirement Plans
- Social Security

Company or Employer

Employee ID (if applicable)

Address

City, State, Zip

Phone #

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

Net amount to FCCB CHECKING

Account Number

031309589

Routing #

Amount (in dollars or percentage of deposit)

Net amount to FCCB SAVINGS

Account Number

031309589

Routing #

Amount (in dollars or percentage of deposit)

Name

Address

Signature

City, State, Zip

Date

Phone #



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Notification of Withdrawal Authorization Change

Use this form to authorize a change to any automatic payment, deductions, or withdrawals from your account. Use one form for each automatic withdrawal. Or, many companies and agencies make it easy to change your account on record online on their website.

Automatic Withdrawal Checklist:

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

Name of Company

Account Number

Phone #

Address

City, State, Zip

Payment Amount

Please **change** my automatic withdrawal from:

Financial Institution

Account Number

Routing #

Please make all **future** automatic withdrawals from:

First Citizens Community Bank

031309589

Financial Institution

Account Number

Routing #

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.

Name

Address

Signature

City, State, Zip

Date

Phone #



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Notification of Account Closure Authorization

Use this form to close your account(s) at your former financial institution. Be sure to verify any outstanding items have cleared your old account.

Congratulations!

You had to sign your name a few times... but submitting these forms completes your switch to a truly better banking experience. We can't wait to show you the difference a local partner makes. Welcome to FCCB!

To Whom It May Concern:

Financial Institution

Address

City, State, Zip

Please close my account:

Account Number

Primary Owner

Address

City, State, Zip

SELECT AN OPTION:

→ Please send the remaining balance to:

First Citizens Community Bank

Financial Institution

031309589

Routing #

Account Number

→ Please forward me a check to my address listed below.

Primary Signature

Primary Name

Joint Signature

Joint Name

Address

City, State, Zip

Date

Phone #



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