

## Account Switch Checklist

1

### **Open your Welch State Bank Checking Account**

Stop by any Welch State Bank branch to get started. Please bring the following information.

- Government-issued ID (driver's license, passport, etc.)
- Social Security Number
- Current Residence/Mailing Information

*Qualified accounts will also receive a free \$10 Gift Card at opening!*

2

### **Switch Automatic Transactions & Online Bill Payees to your New Account**

Fill out an Automatic Withdrawal Change Form and/or a Direct Deposit Form for each company that processes an automatic transaction to/from your old account. Use the list below as a guide. Don't forget to update any automatic payments you have with your new card information.

*Feeling Overwhelmed? Bring in your last account statement for assistance.*

*We can help you submit these forms by mail or fax!*

#### **Direct Deposits:**

- Payroll – Contact your HR Dept.
- Social Security – Call 800-772-1213  
Visit: [www.ssa.gov](http://www.ssa.gov)
- Investments/Brokerage Deposits
- Transfers to other Accounts
- Retirement/Pensions

#### **Automatic Payments/Withdrawals:**

- Gas
- Electric
- Water/City
- Phones-Cell & Home
- Cable/Internet
- Home-Rent/Mortgage
- Insurance – Auto, Home, Health
- Loans – Car, Credit Cards, Student
- Transfers to other accounts

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### **Close your old Bank Account**

Once items are clear, fill out the Account Closure Authorization form and submit to your previous bank.

*Don't close your old bank account until you're certain all your automatic transactions and any outstanding checks have cleared.*

## Account Closure Authorization

Use this form to authorize the closure of your previous bank account(s). Before closing your account, make sure all direct deposits, withdrawals and any outstanding checks have cleared.

### **Please Close my Account(s)**

Date: \_\_\_\_\_ Bank Name: \_\_\_\_\_

### **Personal Information**

Primary Account Holder Name: \_\_\_\_\_

Last Four Digits of SS#: \_\_\_\_\_

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### **Account Information**

Type:     Checking     Savings

Account #1: \_\_\_\_\_

Type:     Checking     Savings

Account #2: \_\_\_\_\_

### **Please send the remaining balance to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

***Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

Full Name (Print): \_\_\_\_\_

## Direct Deposit Form

**To Whom It May Concern:**

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**I hereby authorize the company to change my direct deposit effective** \_\_\_\_/\_\_\_\_/\_\_\_\_.

New Bank: Welch State Bank

Routing/Transit #: 103104942

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

Account Type:    Checking    Savings

**Welch State Bank Mailing Address:** P.O Box 129, Welch, OK 74369

**Welch State Bank Address:** 396 S Commercial Street, Welch, OK 74369

**Bank Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Account Holder Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Full Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

## Automatic Withdrawal Change Form

Use this form to switch over any automatic withdrawals to your new Welch State Bank account. Submit this form to any company that makes automatic transactions to/from your account.

If you have any automatic debits you process with your old debit card you will need to update your card information with your new Welch State Bank debit card number.

### **Please Change my Automatic Withdrawal Information**

#### ***To Whom It May Concern:***

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

Reference Number: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

***I hereby authorize the company to change my automatic withdrawal effective*** \_\_\_\_/\_\_\_\_/\_\_\_\_.

New Bank: Welch State Bank                      Routing/Transit #: 103104942

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

***Welch State Bank Mailing Address:*** P.O Box 129, Welch, OK 74369

***Welch State Bank Address:*** 396 S Commercial Street, Welch, OK 74369

***Signature:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

Full Name (Print): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_