

# Switch Kit

*It's Easy to Switch Banks*

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Checking Accounts  
Savings Accounts  
Money Market Accounts  
Certificates of Deposit  
Online Banking  
Check Cards  
IRAs



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[www.my100bank.com](http://www.my100bank.com)

# We Make Switching 100 Times Better

Centennial Bank makes changing banks easier than you think with our Switch Kit. Everything you need to switch banks is right here. Just read through our Switch Kit and follow our simple 4 step process. We also provide you with the forms to make it easier to redirect your automatic payments and direct deposits. When you open your new Centennial Bank account, we'll show you how to use our Switch Kit forms to make the switch quick and easy!



## **OPEN YOUR NEW CHECKING ACCOUNT**

It's easy to switch. Just bring us your initial deposit (minimum \$100 for most accounts) and we'll open your new account. Then with your new account number you can use the attached forms to easily switch your automatic payments and direct deposits.



## **REVIEW YOUR OLD ACCOUNT**

It will take just a minute to review your old account for automatic payments and direct deposits. You can use the attached Account Inventory Checklist to ensure you have identified and switched all your automatic payments and direct deposits.



## **SWITCH YOUR AUTOMATIC PAYMENT AND DIRECT DEPOSITS**

If you have automatic payments or direct deposits, simply fill out the Automatic Payment or Direct Deposit form for each payment or deposit. Then simply attach a voided check or deposit slip from your new Centennial Bank account to the completed authorization form and drop it in the mail.



## **CLOSE OUT YOUR OLD ACCOUNT**

With your new Centennial Bank number, you will be ready to complete the attached Authorization to Close Account Form. Make sure that all checks from your old account have cleared and automatic payments and direct deposits have been switched to your new Centennial Bank account. You can then destroy all old checks, deposit slips and cards (ATM/Check) associated with the old account.

## **ONLINE BANKING AND BILL PAY**

Once your Centennial Bank account is open, let us provide you with a quick demonstration on how to set up your online banking and bill pay service.

**NOTE:** If you already receive Social Security or SSI benefits via Direct Deposit, call Social Security toll-free at 1-800-772-1213 (TTY 1-800-325-0778) to inform them of your change in account. The SSI office is required to talk to the deposit recipient directly.



# Account Inventory Checklist

Use this page to help identify important information to make switching your account to Centennial Bank stress-free.

## Centennial Bank Information

Name and Address: Centennial Bank, P.O. Box 966, Conway, AR 72033

Routing Number: 082902757

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

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

## Direct Deposit Information

Check if deposit applies	Automatic Deposits	Account Number	Amount	Date
	Employer(s) Payroll			
	Government Deposit (Social Security)			
	Pension(s)/Retirement Plans			
	Investments/Brokerage Deposits			
	Transfers from other bank accounts (savings to checking, etc.)			
	Other			

## Automatic Payments/Transfers

Check if withdrawal applies	Type of Automatic Payment or Transfer	Account Number	Amount	Date
	Mortgage/Rent			
	Car Payment			
	Insurance			
	Gas			
	Electric			
	Water			
	Phone			
	Cell Phone			
	Cable/Satellite TV			
	Garbage			
	Internet Provider			
	Health Club Membership			
	Credit Cards			
	Department Store/ Retail Cards			
	Daycare			
	Investments			
	IRA/Retirement			
	Church or Non-Profit Contributions			
	Other			
	Other			

# Automatic Payment & Direct Deposit Switch Form



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

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

\_\_\_\_\_  
City/State

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

## Re: Switching My Automatic Payments/Direct Deposits

I have recently changed banks and would like to have my transactions with your company changed to my new account. Please discontinue transactions from my old account and begin using my new Centennial Bank Account.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_  
Primary Authorized Signature (original signature required to authorize change)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secondary Authorized Signature (original signature required to authorize change)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Social Security

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State

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

\_\_\_\_\_  
Old Bank Name

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

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

**Centennial Bank**

**082902757**

\_\_\_\_\_  
New Bank Name

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

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



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*Attach a voided check or deposit slip from your New  
Account at Centennial Bank to this form.*



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# Existing Account Closing Notification Form



**Copy**



**Fill In**



**Send**

Old Bank Name \_\_\_\_\_

Old Bank Address \_\_\_\_\_

City/State \_\_\_\_\_

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

## Re: Close My Account

I have recently changed banks and would like to close the account below:

Account Name \_\_\_\_\_

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

Social Security Number on Account \_\_\_\_\_

Secondary Name on Account \_\_\_\_\_

Please forward all remaining funds to:

- Centennial Bank- P.O. Box 966, Conway, AR 72033

Account Name \_\_\_\_\_

- Directly to me at the address below:

Address \_\_\_\_\_

City/State \_\_\_\_\_

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

Thank you for your attention to this matter.

Primary Authorized Signature (original signature required to authorize change) \_\_\_\_\_

Date \_\_\_\_\_

Secondary Authorized Signature (original signature required to authorize change) \_\_\_\_\_

Date \_\_\_\_\_



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