

New Account Information



Easy Switch Kit

Simple, Quick and Easy!



Citizens Independent Bank makes switching your accounts easy.

Just read this easy "Switch Kit" and follow our simple five (5) step process.

We also provide you with forms to make it easy to redirect your automatic payments and direct deposits. Once you **OPEN your Citizens Independent Bank account, be sure to immediately STOP using your old account.** If you need any assistance, please stop by any location or call us at 952-926-6561.

- STEP 1 Review your old account** Determine if you had the following:
- Automatic payments (Insurance, Health Club, Utility Payments, etc.)
 - Direct deposits (Payroll, Social Security, etc.)
 - Online banking and bill pay
- STEP 2 Complete the switch checklist**
- STEP 3 Gather your new CIB account information**
- STEP 4 Automatic payments and direct deposit**
If you have automatic payments or deposits, **MAKE A COPY** and complete the **Automatic Payment/Direct Deposit Switch Form** for each payment or deposit. Bring them into any Citizens Independent Bank branch and we will mail them for you.
- 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 the change in your account.
- STEP 5 Close your old account**
Make sure that all checks have cleared and automatic payments and direct deposits have been switched to your new Citizens Independent Bank account. **MAKE A COPY** and complete the **Existing Account Closing Notification Form** to notify your previous bank that you are closing your account. Destroy all old checks, deposit slips and cards (atm/debit) associated with the old account.

Online Banking and Bill Pay

Once your Citizens Independent Bank account is open, let us arrange a quick demonstration on how to set up your online banking and bill pay system.

It's that easy!



Switch Checklist

Use this checklist to quickly identify all merchants who currently have access to your account.

Automatic Deposits

- PAYROLL**
Contact the HR Department where you work.
Please include a voided check.
Effective Date of Change _____
- SOCIAL SECURITY**
Contact the Social Security Administration
at 800-772-1213.
Effective Date of Change _____
- TRANSFERS FROM OTHER BANK ACCOUNTS**
Effective Date of Change _____
- BROKERAGE DEPOSITS**
Effective Date of Change _____
- OTHER**
Effective Date of Change _____

Utilities Automatic Payment

- GAS**
Account No. _____
Effective Date of Change _____
- ELECTRIC**
Account No. _____
Effective Date of Change _____
- WATER/SEWER**
Account No. _____
Effective Date of Change _____
- LOCAL/LONG DISTANCE TELEPHONE SERVICE**
Account No. _____
Effective Date of Change _____
- CELLULAR TELEPHONE SERVICE**
Account No. _____
Effective Date of Change _____
- INTERNET SERVICE**
Account No. _____
Effective Date of Change _____
- CABLE OR SATELLITE TV**
Account No. _____
Effective Date of Change _____
- GARBAGE**
Account No. _____
Effective Date of Change _____
- OTHER**
Account No. _____
Effective Date of Change _____
- OTHER**
Account No. _____
Effective Date of Change _____

Other Payments

- LOANS** (e.g. car, home equity, student loan, credit card)
Account No. _____
Effective Date of Change _____
Account No. _____
Effective Date of Change _____
- MORTGAGE**
Account No. _____
Effective Date of Change _____
- ACCOUNT TRANSFERS TO OTHER BANK ACCOUNTS**
Account No. _____
Effective Date of Change _____
- INSURANCE** (e.g. life, health, auto, home)
Account No. _____
Effective Date of Change _____
Account No. _____
Effective Date of Change _____
- BROKERAGE – AUTOMATIC INVESTMENTS**
Effective Date of Change _____
- OTHER**
Effective Date of Change _____
- OTHER**
Effective Date of Change _____



Automatic Payment and Direct Deposit Switch Form

COMPANY NAME _____

COMPANY ADDRESS _____ CITY/STATE _____ ZIP _____

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 Citizens Independent 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 _____

OLD BANK NAME _____ ROUTING NUMBER _____ ACCOUNT NUMBER _____

Citizens Independent Bank _____ 091016566 _____
NEW BANK NAME ROUTING NUMBER ACCOUNT NUMBER



Attach a voided check or deposit slip from your
NEW ACCOUNT AT CITIZENS INDEPENDENT BANK to this page.



Existing Account Closing Notification Form

OLD BANK NAME

OLD BANK ADDRESS

CITY/STATE

ZIP

Re: Close My Account

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

ACCOUNT NAME

ACCOUNT NUMBER

Please forward all remaining funds to me at the following address

CLIENT ADDRESS

CITY/STATE

ZIP

Thank you for your attention to this matter

CLIENT SIGNATURE

DATE

St. Louis Park • **Robbinsdale** • **Hopkins** • **Plymouth**
5000 West 36th St. 3700 W. Broadway 10901 Excelsior Blvd. 15650 36th Ave. N.
952-926-6561 763-588-2715 952-935-3333 763-550-9191

Citizens 
INDEPENDENT **Bank**
bankcib.com