

# Citizens Independent Bank makes moving your accounts easy.

## **1 Review your old account activity**

Use the handy checklist on page 2 to help identify automatic payments, direct deposits, and other payments.

## **2 Grab your new CIB information**

## **3 Do you have automatic payments and direct deposits?**

If you do, complete the Switch Form on page 3.

## **4 Close your old account**

Use the Closing Notification Form on page 4 to notify your previous bank that you are closing your account. Keep a copy for your records. Make sure all checks have cleared and automatic payments or direct deposits have been switched to your new Citizens Independent Bank account. Destroy all old checks, deposit slips, and ATM/debit cards associated with your old account.

## **Online Banking**

To enroll in Online Banking, visit [www.bankcib.com](http://www.bankcib.com) and click "Online Banking Self-Enroll" under Quick Links. Once enrolled, you're eligible to take advantage of no cost exclusive benefits and features including Bill Pay, eStatements, and CIB's App Solutions.

# 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.

Date \_\_\_\_\_

**SOCIAL SECURITY**

Contact the Social Security Administration at 800-772-1213.

Date \_\_\_\_\_

**TRANSFERS FROM OTHER BANK ACCOUNTS**

Account No. \_\_\_\_\_

Date \_\_\_\_\_

**OTHER**

Date \_\_\_\_\_

## Utilities Automatic Payment

**PHONE SERVICE**

Account No. \_\_\_\_\_

Date \_\_\_\_\_

**INTERNET SERVICE**

Account No. \_\_\_\_\_

Date \_\_\_\_\_

**CABLE OR SATELLITE TV**

Account No. \_\_\_\_\_

Date \_\_\_\_\_

**STREAMING SERVICES**

Account No. \_\_\_\_\_

Date \_\_\_\_\_

**GARBAGE**

Account No. \_\_\_\_\_

Date \_\_\_\_\_

**GAS**

Account No. \_\_\_\_\_

Date \_\_\_\_\_

**ELECTRIC**

Account No. \_\_\_\_\_

Effective Date of Change \_\_\_\_\_

**WATER/SEWER**

Account No. \_\_\_\_\_

Date \_\_\_\_\_

**OTHER**

Account No. \_\_\_\_\_

Date \_\_\_\_\_

**OTHER**

Account No. \_\_\_\_\_

Date \_\_\_\_\_

## Other Payments

**LOANS** (e.g. car, home equity, student loan, credit card)

Account No. \_\_\_\_\_

Date \_\_\_\_\_

Account No. \_\_\_\_\_

Date \_\_\_\_\_

**MORTGAGE**

Account No. \_\_\_\_\_

Date \_\_\_\_\_

**ACCOUNT TRANSFERS TO OTHER BANK ACCOUNTS**

Account No. \_\_\_\_\_

Date \_\_\_\_\_

**INSURANCE** (e.g. life, health, auto, home)

Account No. \_\_\_\_\_

Date \_\_\_\_\_

Account No. \_\_\_\_\_

Date \_\_\_\_\_

**BROKERAGE – AUTOMATIC INVESTMENTS**

Date \_\_\_\_\_

**OTHER**

Date \_\_\_\_\_

**OTHER**

Date \_\_\_\_\_



# 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:

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE

\_\_\_\_\_  
ZIP

Thank you!

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

