

MAKE THE SWITCH CHECKLIST

Moving all your accounts to BankTrust has never been easier! Simply refer to the following guide to make your switch easy and convenient. For assistance, please contact any of our team members at our convenient locations. We're here to help every step of the way!



BankTrust™

Member FDIC

To **close an account and transfer** any remaining funds, you will need:

- Recent bank statement with your old account number(s)
- New BankTrust account number(s)
- BankTrust routing number: 065103654
- Form #1** - Account Closing Notification *(provided by BankTrust)*
- Follow up to ensure all checks have cleared on your old account
- Double check maturity dates if transferring a Certificate of Deposit in order to avoid possible penalties

To **change your payroll or direct deposit**, you will need:

- Recent bank statement with your old account number(s)
- New BankTrust account number(s)
- BankTrust routing number: 065103654
- Form #2** - Direct Deposit Request *(provided by BankTrust)*

To **change your Social Security Direct Deposit**, you will need:

- New BankTrust account number(s)
- BankTrust routing number: 065103654
- www.ssa.gov/deposit/howtosign.htm
Visit website above to change your deposit online or print out the government's Standard Form 1199A *(also available from BankTrust)*

To **change your automatic payment or withdrawal**, you will need:

- Recent statement from vendor
- New BankTrust account number(s)
- BankTrust routing number: 065103654
- Form #3** - Automatic Payment Request *(provided by BankTrust)*
- You will need to complete a separate form for each vendor that debits money from your account

To discuss **transferring an existing loan**, you will need:

- Recent loan statement with loan account and balance remaining
- Form #4** - Loan Transfer Worksheet *(provided by BankTrust)*

To **transfer a 401k** (or other retirement account), you will need:

- Recent account statement
- Contact information for your employer or former employer
- New BankTrust account number(s)

FORM # 1

ACCOUNT CLOSING NOTIFICATION



*Please accept this letter as authorization to close my account(s)
with your institution. Please close the account(s) listed below.*

BankTrust[™]

Member FDIC

To:
Bank Name _____ Bank Address _____
Bank City _____ Bank State, Zip _____

Account Number _____
 Checking Savings Money Market Other

Account Number _____
 Checking Savings Money Market Other

Account Number _____
 Checking Savings Money Market Other

Account Number _____
 Checking Savings Money Market Other

Please send any remaining funds in the accounts listed to the following address:
BankTrust • 100 Saint Joseph Street • Mobile, AL 36602

Deposit Instructions:

Deposit entire amount to checking account number: _____ OR
 Deposit \$ _____ to savings account number: _____ AND
the remainder to checking account number: _____.

From:
Name _____ Address _____ City _____
State, Zip _____ Telephone Number _____ Social Security Number _____

I authorize:

- The listed entity to close the account(s) listed here.
- The transfer of my funds to my BankTrust checking and/or savings account(s) as indicated.
- BankTrust to credit deposits to my account(s) as specified.

Signature: _____ Date: _____

FORM #2

DIRECT DEPOSIT REQUEST

Please accept this letter as notification that I have established a new checking and/or savings account at BankTrust. I would like my paycheck to be automatically deposited to my BankTrust account according to the instructions below.



BankTrust[™]

Member FDIC

To: Payroll Department

Employer/Company Name: _____

From: _____

Subject: Payroll Direct Deposit

Date: _____



Please Attach a
Voided Check
Here

- Establish Direct Deposit
- Change my existing Direct Deposit

Deposit Instructions:

- Deposit entire amount to checking account number: _____ OR
- Deposit \$ _____ to savings account number: _____ AND
the remainder to checking account number: _____

BankTrust Routing Number: 065103654

I authorize:

- The listed employer/company to change deposits of my funds to my BankTrust checking or savings account.
- BankTrust to credit funds to my account(s).
- This authorization to remain in effect until I send written notice of change or cancellation.

Signature: _____ Date: _____

FORM #3

AUTOMATIC PAYMENT REQUEST



BankTrustSM

Member FDIC

Please accept this letter as notification that I have established a new checking and/or savings account at BankTrust. I would like the following payment to be automatically debited from the BankTrust account listed below.

- Establish Automatic Payment
- Change my existing Automatic Payment

Automatic Payment Information:

Company Name: _____

Company Account #: _____

Payment Amount: \$ _____

Personal Information:

Name: _____

Mailing Address: _____

City: _____

State: _____ Zip: _____

Daytime Phone Number: _____



Bank Account Information:

Account Type:

- Checking
- Savings
- Money Market

BankTrust Account #: _____

BankTrust Routing Number: 065103654

I authorize:

- The company listed to initiate withdrawal of my funds from the above BankTrust account.
- BankTrust to debit funds from my account.
- This authorization to remain in effect until I send written notice of change or cancellation.

Signature: _____ Date: _____


FORM #4

LOAN TRANSFER WORKSHEET



*Use this worksheet to list all of your current loans.
For assistance and to complete the loan application process,
please contact an BankTrust loan officer at any of our
convenient locations.*

BankTrustTM

Member FDIC Equal Housing Lender 

1. _____
Name of Financial Institution

Type of Loan

Loan Account Number

Balance Remaining

3. _____
Name of Financial Institution

Type of Loan

Loan Account Number

Balance Remaining

2. _____
Name of Financial Institution

Type of Loan

Loan Account Number

Balance Remaining

4. _____
Name of Financial Institution

Type of Loan

Loan Account Number

Balance Remaining

** Subject to credit approval. This worksheet does not take the place of a BankTrust loan application. Please contact BankTrust loan officer to apply for a loan.*