

Switch Kit



**highpoint**

COMMUNITY BANK

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

# Getting Started



Identify the automatic deposits and deductions that you'll be switching to **HCB**.

1. For your reference, your new:

**HCB** Account Number is \_\_\_\_\_

**HCB** ABA Routing Number is **072402869**

**HCB** Address is \_\_\_\_\_

2. Please use the table below to record your automatic deposits or deductions:

## Automatic Deposits

Date	Company Name	Account Number	Deposit Amount*
			\$
			\$
			\$

## Automatic Deductions

Date	Company Name	Account Number	Deduction Amount*
			\$
			\$
			\$

\*Amounts may vary

3. Your previous account number and ABA routing number are:

**Former Bank Name** \_\_\_\_\_

**Former Account #** \_\_\_\_\_

**Former ABA Routing #** \_\_\_\_\_

## Did You Know? .....

...Your **ABA Routing Number** is the first group of nine (9) numbers found at the bottom of a check.

... **Automatic Deposits** are recurring payments automatically deposited into your account on a regular basis (i.e. payroll, social security, alimony, dividend, or disability payments).

... **Automatic Deductions** are recurring payments automatically withdrawn from your account on a regular basis (i.e. mortgage payments, gym membership fees, or insurance premiums).

... In order to complete the switch to **HCB**, you will need to **contact the companies** you have listed to the left and make them aware of your new banking relationship. They may require additional documents.

# Automatic Deposits



Now let everyone know that you have a new bank, including anyone who makes recurring automatic deposits to your account, and have them redirect your deposits into your new **HCB** account.

## Follow these easy steps:

1. Complete a separate form for each recurring automatic deposit. Don't forget to sign and date the form below.
2. Send this form to each company that is currently authorized to make deposits to your account.

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

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

## To Whom It May Concern:

I recently changed banks and request that my automatic deposit be transferred to my new account at **HCB**. My information is as follows:

My name as it appears on your records \_\_\_\_\_

My account number as it appears on your records \_\_\_\_\_

My Address \_\_\_\_\_  
\_\_\_\_\_

My Phone Number \_\_\_\_\_

**Please switch my automatic deposits to this account:**     Checking     Savings

**HCB** Account Number \_\_\_\_\_

**HCB** ABA Routing Number: **072402869**

**Effective:**     Immediately  
                   On \_\_\_\_/\_\_\_\_/\_\_\_\_

**Address:** 150 West Court Street  
Hastings, MI 49058

I hereby authorize the above listed company to initiate deposits of funds to my **HCB** account. It is agreed that these deposits and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association. This authorization will remain in effect until I send written notice to cancel. It is understood that any such payments so forwarded to which I am not entitled shall be returned to the extent there are funds in my account(s).

Signature  \_\_\_\_\_ Date \_\_\_\_\_

## Things to Consider:

- Confirm your automatic deposit is being deposited into your new **HCB** account before closing your old account.
- Automatic deposits can take up to three deposit periods before they appear in your **HCB** account.
- Some companies or organizations, like the Social Security Administration (1-800-772-1213), may require a special form. Please contact the company or income source to make sure that no other forms are required.
- Always check the status of your **HCB** account by reviewing your statement, checking your account online at [highpointcommunitybank.com](http://highpointcommunitybank.com), or speaking with any HCB representative.

# Automatic Deductions



Next, notify anyone who automatically deducts funds from your account, that you would now like deductions to be made from your new **HCB** account.

## Follow these easy steps:

1. Complete a separate form for each recurring automatic deduction. Don't forget to sign and date below.
2. Send this form to each company that is currently authorized to make deductions from your account.

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

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

To Whom It May Concern:

I recently changed banks and request that my automatic deduction be switched to my new account at **HCB**. My information is as follows:

My name as it appears on your records \_\_\_\_\_

My account number as it appears on your records \_\_\_\_\_

My Address \_\_\_\_\_  
\_\_\_\_\_

My Phone Number \_\_\_\_\_

**Please switch my automatic deductions to this account:**     Checking     Savings

**HCB** Account Number \_\_\_\_\_

**HCB** ABA Routing Number: **072402869**

**Effective:**     Immediately  
                   On \_\_\_\_/\_\_\_\_/\_\_\_\_

**Address:** 150 West Court Street  
Hastings, MI 49058

I hereby authorize the above listed company to initiate withdrawals of funds from my **HCB** account. It is agreed that these withdrawals and adjustments may be made electronically and under the Rules of the National Automated Clearing House Association. This authorization will remain in effect until I send written notice to cancel.

Signature  \_\_\_\_\_ Date \_\_\_\_\_

## Things to Consider:

- Confirm your automatic deduction is being withdrawn from your new **HCB** account before closing your old account.
- Automatic deductions should take effect within two withdrawal periods.
- Some companies or organizations may require a special form. Please contact the company to make sure that no other forms are required.
- Always check the status of your account by reviewing your **HCB** statement, checking your account online at [highpointcommunitybank.com](http://highpointcommunitybank.com), or speaking with any HCB representative.

# Closing Your Old Account



## Follow these easy steps:

1. Complete a separate form for each account to be closed. Don't forget to sign and date below.
2. Send this form to your former bank after all of your existing activity has cleared and recurring automatic deposits and deductions have been switched to **HCB**.\*

**Former Bank Name** \_\_\_\_\_

**Address** \_\_\_\_\_  
\_\_\_\_\_

## To Whom It May Concern:

**Effective:**  Immediately  On \_\_\_/\_\_\_/\_\_\_ Please close my account for the total balance, plus any interest accrued, as applicable.

## My account information is:

Name on account \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Account Number \_\_\_\_\_  Checking  Savings  Money Market

Please make check payable to me and mail to:

**HCB**  
150 West Court Street  
Hastings, MI 49058

If you have any questions, please contact me at \_\_\_\_\_

Signature **x** \_\_\_\_\_ Date \_\_\_\_\_

Signature **x** \_\_\_\_\_ Date \_\_\_\_\_  
(if needed)

## Things to Consider:

- Once all outstanding checks have cleared and automatic deposits and automatic deductions are being processed through your HCB accounts, you're ready to close your old accounts.
- Your old bank may require additional forms or a written request to close accounts. Contact your old bank to make sure no other forms are required.
- Always check the status of your HCB account by reviewing your statement, checking your account online at [highpointcommunitybank.com](http://highpointcommunitybank.com), or speaking with any HCB representative.

\*Fee(s) may apply

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Member  
FDIC 