

# Make The Switch Checklist

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



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

- Recent bank statement with your old account number(s)
- New Bank of Lincoln County account number(s)
- Bank of Lincoln County's routing number: 064108786
- Form #1 – Account Closing Notification** *(provided by Bank of Lincoln County)*
- 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:

- New Bank of Lincoln County account number(s)
- Bank of Lincoln County's routing number: 064108786
- Form #2 – Direct Deposit Request** *(provided by Bank of Lincoln County)*

To change Social Security direct deposit, you will need:

- New Bank of Lincoln County account number(s)
- Bank of Lincoln County's routing number: 064108786
- To change direct deposit : Call 1-800-772-1213 or Visit [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm)

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

- Recent statement from vendor
- New Bank of Lincoln County account number(s)
- Bank of Lincoln County's routing number: 064108786
- Form #3– Automatic Payment Request** *(provided by Bank of Lincoln County)*
- You may need to complete a separate form for each vendor that debits money from your account
- Form #4 – Bank of Lincoln County Bill Pay/Auto Payment Checklist** *(provided by Bank of Lincoln County)*

To move your online payments and/or set up Bank of Lincoln County Bill Pay, you will need:

- Payee account number and address
- Form #4 – Bank of Lincoln County Bill Pay/Auto Payment Checklist** *(provided by Bank of Lincoln County)*

To discuss transferring an existing loan, you will need:

- Recent loan information with loan account and balance remaining
- Form #5 – Loan Transfer Worksheet** *(provided by Bank of Lincoln County)*

To transfer a 401K, IRA (or other retirement account), you will need:

- Recent account statement
- Contact information for your employer or former employer
- New Bank of Lincoln County account numbers

# 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.



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:

**Bank of Lincoln County • 307 E College Street • P.O. Box 778 • Fayetteville, TN 37334**

### 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 Bank of Lincoln County Checking and/or savings account(s) as indicated

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 Bank of Lincoln County. I would like my paycheck to be automatically deposited to my Bank of Lincoln County account according to the instructions below.



### To: Payroll Department

Employer/Company Name: \_\_\_\_\_  
From: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_

Please attach a  
Voided Check  
Here



### Subject: Payroll Direct Deposit

Date: \_\_\_\_\_

- 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: \_\_\_\_\_

**Bank of Lincoln County Routing Number: 064108786**

- I authorize:
- The listed employer/company to deposit my funds to my Bank of Lincoln County checking or savings account
  - Bank of Lincoln County 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

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



- Establish Automatic Payment
- Change my existing Automatic Payment

### Automatic Payment Information:

Company Name: \_\_\_\_\_  
Company Account Number: \_\_\_\_\_  
Payment Amount: \$ \_\_\_\_\_

Please attach a  
Voided Check  
Here

### Personal Information:

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Phone Number: \_\_\_\_\_

### Bank Account Information:

- Account Type:
- Checking
  - Savings
  - Money Market

Bank of Lincoln County Account Number: \_\_\_\_\_

**Bank of Lincoln County Routing Number: 064108786**

- I authorize:
- The company listed to initiate withdrawal of my funds from the above Bank of Lincoln County account
  - Bank of Lincoln County 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

## Bill Pay/Auto Payment Checklist

Bank of Lincoln County Online Bill Pay and scheduling automatic payments are to powerful time saving tools for managing your money. We've made it easy and convenient to move your payments to your new Bank of Lincoln County account(s). Use this helpful checklist to remember the payments you want to set up. All you need is your payee's account number and address.



- Mortgage/Rent
- Home/Renter's Insurance
- Auto Loan/Lease
- Auto Insurance
- Health/Life Insurance
- Electricity/Gas Company
- Water
- Home/Cellular Phone
- Long Distance
- Cable TV
- Auto Club (AAA, Onstar, etc.)
- Memberships (Health Club, magazine subscriptions, etc.)
- Credit Card
- Department Store Credit Cards
- Loans (Personal, Student, RV, HELOC, etc.)
- Oil Company
- Savings/Investments/Annuity Payments

# FORM 5

## Loan Transfer Worksheet

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



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 Bank of Lincoln County loan application. Please contact a Bank of Lincoln County loan officer to apply for a loan.*