

# Bank of Zachary Switch Kit

*We Make Switching Hassle Free!*

*Do you wish you could change to a bank that offers outstanding products, exceptional service and banking the way you want?*

You can with this Switch Kit! We've gathered all the forms and information you'll need to seamlessly transfer your account to Bank of Zachary.

## It's as easy as 1-2-3!

### 1. Select a Bank of Zachary account.

Select the Bank of Zachary account that's right for you. Review the options on our website, then stop into any of our branch offices or open the account online. Use the **Direct Deposit Form** to set-up or transfer direct deposits to your new account.

### 2. Stop using your old account.

Then, transfer your direct deposits and automatic payments to your new Bank of Zachary account. The **Automatic Deduction Form** you will need to make this transition is enclosed. Just complete and mail the form to the appropriate companies and/or individuals. Before you start, print as many copies of the form as you'll need. The enclosed **Checklist** will help you manage this process.

### 3. Close your old account.

Before closing your old account, please confirm that all outstanding debits and credits have cleared. Next, balance your old account with our **Account Balance Worksheet** to determine the total dollar amount needed to cover outstanding checks, debit card purchases and other transactions. Then you can complete and mail the **Close Account Request Form** to your bank, and destroy any unused checks, deposit slips, ATM or debit/check cards.

## QUESTIONS & ANSWERS

**Q. What is the first step to change banks?**

A. Stop into any of our branch offices or open an account online.

**Q. What is the best way to close my account at the old bank?**

A. Fill out the "Close Account Request" form, then mail or drop it off at your old bank.

**Q. What do I do with the checks I already have?**

A. Bring them into the bank. We'll dispose of them securely.

**Q. Will it be difficult to change my direct deposit or automatic withdrawals?**

A. Absolutely not. Using the forms from this switch kit will make it hassle free!

# Checklist



## SWITCH KIT

### Bank of Zachary Information:

Account #

Routing # 065402520

Address:

Website: bankofzachary.com

Phone: (225) 654-2701

### Former Bank Information (for quick reference):

Name

Account #

ABA/Routing #

### List Your Automatic/Direct Deposits:

| Date | Company Name | Account Number | Deposit Amount |
|------|--------------|----------------|----------------|
|      |              |                |                |
|      |              |                |                |
|      |              |                |                |
|      |              |                |                |

### List Your Automatic Withdrawals:

| Date | Company Name | Account Number | Amount |
|------|--------------|----------------|--------|
|      |              |                |        |
|      |              |                |        |
|      |              |                |        |
|      |              |                |        |

# Account Balance Worksheet



**SWITCH  
KIT**

Balance your old account with the worksheet below to determine the balance needed to cover outstanding checks, debit card purchases and any other transactions.

Your current balance on your current checking statement \$ \_\_\_\_\_

List deposits that do not appear on your statement

Date \_\_\_\_\_ \$ \_\_\_\_\_

Date \_\_\_\_\_ \$ \_\_\_\_\_

Date \_\_\_\_\_ \$ \_\_\_\_\_

Add your current balance and recent deposits together (1) \$ \_\_\_\_\_

List outstanding checks, transfers or withdrawals that do not appear on your statement. Include any debit card purchases, ATM withdrawals and automatic debits.

Date \_\_\_\_\_ \$ \_\_\_\_\_

Date \_\_\_\_\_ \$ \_\_\_\_\_

Date \_\_\_\_\_ \$ \_\_\_\_\_

Add up these outstanding items (2) \$ \_\_\_\_\_

Subtract amount (2) from amount (1) (1) \$ \_\_\_\_\_

- (2) \$ \_\_\_\_\_

**This is the amount you can deposit in your new Bank of Zachary account** \$ \_\_\_\_\_

**Now that you know your account balance, you can close your old account.**

# Automatic Payment & Direct Deposit Form



## SWITCH KIT

Use this form to set up or transfer direct deposits to your Bank of Zachary account.

This includes paychecks or other income from pension plans, investments, etc. After completing this form, attach a voided check from your Bank of Zachary account to this form and submit it to your employer or other income source for processing.

I recently changed banks and request that my automatic deposit be switched to my new account at Bank of Zachary as instructed below:

### EMPLOYER/COMPANY INFORMATION

---

Employer/Company Name

---

Employer/Company Address

City

State

Zip

### PERSONAL INFORMATION

---

Name

Phone

---

Address

City

State

Zip

### BANK OF ZACHARY ACCOUNT INFORMATION

Please switch my deposits to this account:  Checking  Savings

065402520

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Bank of Zachary Routing Number

Bank of Zachary Account Number

### AUTHORIZATION

I authorize \_\_\_\_\_ (employer/company) to make deposits directly to my Bank of Zachary account indicated above. I understand this authorization will remain in effect until I have given written notice to terminate this service.

---

Signature

Date

# Automatic Deduction Form



**SWITCH  
KIT**

Use this form to set up or transfer an automatic payment from your Bank of Zachary account.

This includes mortgage payments, utility bills, insurance premiums, etc. After completing this form, attach a voided check from your Bank of Zachary account to this form and submit it to the company you wish to pay. Complete a separate form for each recurring automatic deduction, then send to each company authorized to make deductions from your account.

I recently changed banks and request that my automatic deduction be switched to my new account at Bank of Zachary as instructed below:

## PAYEE/COMPANY INFORMATION

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

## PERSONAL INFORMATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

## BANK OF ZACHARY ACCOUNT INFORMATION

Effective immediately, deduct my recurring payments from the following account:

Checking       Savings

065402520

\_\_\_\_\_  
Bank of Zachary Routing Number

\_\_\_\_\_  
Bank of Zachary Account Number

## AUTHORIZATION

I authorize \_\_\_\_\_ (employer/company) to initiate payments from my Bank of Zachary account indicated above. I understand this authorization will remain in effect until I have given written notice to terminate this service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Close Account Request



**SWITCH  
KIT**

Submit this form to the financial institution where you will be closing your account.

Make sure all your existing activity has cleared and switched to your Bank of Zachary account before you send this form to your former bank. Also, have all account holders from your previous account sign this request.

To Whom It May Concern,

Effective immediately, please close the account listed below. Please process and forward any remaining funds in the account by check to the address indicated.

**THE FOLLOWING ACCOUNT SHOULD BE CLOSED:**

Checking       Savings       Money Market       Other

Account Number \_\_\_\_\_ Account Title \_\_\_\_\_

**IF YOU HAVE ANY QUESTIONS REGARDING THIS REQUEST, PLEASE CONTACT:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Thank you for your assistance in completing this request.

Sincerely,

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

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