

## SWITCH TO CARROLL COMMUNITY BANK

Because we know that switching banks can be extremely inconvenient, we've put together some simple forms to help ease your transition to Carroll Community Bank. Please follow the steps listed below. Thank you for choosing Carroll Community Bank.

- 1. Open a new Carroll Community Bank Checking account**  
Allow for any checks to clear before closing your old account. Some direct deposits take 30 days to switch over.
- 2. Add Direct Deposit to your Carroll Community Bank Checking**  
For Payroll and other direct deposit, simply complete the **Direct Deposit Authorization Form**. For Social Security Direct Deposit, please call the Social Security Administration at 800.772-1213. Be sure to have your new account Information with you when you call.
- 3. Remember to change your automatic payments**  
Please fill out the **Authorization to Change Automatic Payments** form to change any automatic payments from your old account, to your new Carroll Community Bank checking account.
- 4. Use the Auto Payments Checklist**  
The **Auto Payments Checklist** will keep track of automatic payments you have authorized third parties to make from your account and help you to think of companies you have set up on automatic payments.
- 5. Close your old account.**  
Simply complete the **Request to Close Account** form and send it to your old bank when:
  1. All the checks and other payments you authorized have been paid from your old account;
  2. All direct deposits are now being made to your new Carroll Community Bank account; and
  3. All of your automatic payments are now being made from your Carroll Community Bank account

**If you have any questions please contact a branch representative at 1.866.293.1968**

