

## i-bank Switch Kit

Declare your independence and make the switch! It's an easy process to become an i-bank customer. We've collected all the resources you need in this Switch Kit, and we'll help you every step of the way!

### 1 Apply for your new i-bank Checking account

- Stop by any of our branch locations, or
- Online at [i-bankonline.com](http://i-bankonline.com).

Your new i-bank account number: \_\_\_\_\_ i-bank Routing number: 084008426

### 2 Stop using your former checking account.

- Leave your former account(s) open long enough to allow any outstanding checks, bill payments, or automatic payments to clear.
- Be sure to leave enough funds in your former account(s) to cover these outstanding transactions.

### 3 Switch your direct deposits to Independent Bank.

Common types of direct deposit you may need to switch:

- Payroll
- Retirement/Pension
- Social Security
- Investment Income
- Child Support

### 4 Switch Automatic Payments and Withdrawals to Independent Bank.

Automated payments can be debit card, ACH or Bill Pay.

- Identify all of your automatic payments and withdrawals.
- You may use our transfer or cancellation request letters, but be sure to follow up with each biller using the 800 number found on your bills.

Common automatic payments you may need to switch:

- Mortgage/Rent
- Car Loan/Lease
- Cell Phone/Telephone
- Credit Card(s)
- Utilities
- Insurance
- Cable/Satellite TV
- Charitable Donations
- Student Loan(s)
- Subscription Services
- Gym
- Internet Service Provider

### 5 Close your former checking account.

- Destroy any unused checks or debit cards associated with your former account(s)
- Transfer remaining funds to your new i-bank account, and close your former account(s) using our enclosed form, or by contacting your previous bank directly.

Let us help you make this switch as easy as possible! Simply provide us with any forms supplied to you by your employer or party originating a debit or credit, as well as two months of bank statements to review for auto-matic payments, ACH and direct deposit.

Some companies require the use of their own forms to initiate the switch, but we have also provided the following forms to help in making the switch to Independent Bank.

If you have any questions, please give us a call at 901-844-0400 or visit any Independent Bank branch location.

Use this convenient form to gather all your auto pay and deposit information in one place for easy reference.

### Automatic Payments

Type of Payment	Company	Account Number	Amount	Payment Date

### Direct Deposits

Type of Payment	Company	Account Number	Amount	Payment Date

### Helpful Phone Numbers and Web Sites

Social Security Administration	1-800-772-1213	<a href="http://www.ssa.gov">www.ssa.gov</a>
Department of Veterans Affairs	1-800-827-1000	<a href="http://www.va.gov">www.va.gov</a>



**DIRECT DEPOSIT CHANGE REQUEST**

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

To: \_\_\_\_\_

From: \_\_\_\_\_

(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (Zip)

\_\_\_\_\_  
(Social Security Number)

RE: Change of direct deposit routing

Please discontinue sending my automatic direct deposit to account # \_\_\_\_\_  
(checking)

and/or \_\_\_\_\_ with \_\_\_\_\_  
(savings) (Financial Institution)

Please begin sending the same deposit to Independent Bank. Independent Bank's routing information is:

Independent Bank  
Memphis, TN 38157  
Transit/ABA# 084008426

Deposit instructions:

- Deposit entire amount to checking account number \_\_\_\_\_
- Deposit \$ \_\_\_\_\_ savings account # \_\_\_\_\_  
and the remainder to checking account # \_\_\_\_\_

I authorize:

Above listed entity to initiate deposit of my funds to my Independent Bank checking or savings account

Independent Bank to credit entries to my account(s)

This authorization to remain in effect until I send written notice of change or cancellation.

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



**AUTOMATIC PAYMENT TRANSFER LETTER**

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

Dear \_\_\_\_\_  
(Name of Vendor)

I am writing to inform you of a change in my banking relationship concerning my account number \_\_\_\_\_

I currently have my \_\_\_\_\_ payment automatically withdrawn from my  
(Name of Vendor)  
checking/savings account # \_\_\_\_\_ at \_\_\_\_\_ Bank

on the \_\_\_\_\_ of the month. I would like to transfer these monthly transactions to my new  
(1st, 15th)  
bank, Independent Bank, and submit this letter as written notification of that intention

I understand I need to give you at least two weeks notice prior to the next scheduled transaction

Therefore, I expect the last transaction from \_\_\_\_\_ Bank to be the one dated  
\_\_\_\_\_ and the first one from Independent Bank to be dated  
(Date of last transaction)

\_\_\_\_\_. Thank you for your prompt attention to this request. I have  
(Date of next transaction)

enclosed an automatic payment authorization form that includes the information necessary for you to begin withdrawals from my Independent Bank account.

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Name

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number)



**AUTOMATIC PAYMENT CANCELLATION LETTER**

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

Dear \_\_\_\_\_  
(Name of Vendor)

I am writing to inform you of a change in my banking relationship concerning my account number \_\_\_\_\_

I currently have my \_\_\_\_\_ payment automatically withdrawn from my  
(Name of Vendor)  
checking/savings account # \_\_\_\_\_ at \_\_\_\_\_ Bank

on the \_\_\_\_\_ of the month. I would like to cancel these monthly transactions, and  
(1st, 15th)  
submit this letter as written notification of that intention.

I understand I need to give you at least two weeks notice prior to the next scheduled transaction.

Therefore, I expect the last transaction to be the one dated \_\_\_\_\_  
(Date of last transaction)

Thank you for your prompt attention to this request.

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone Number)

# Request to Close Account

To whom it may concern:

**I hereby request that you close the following bank account I maintain with you:**

Bank Name: \_\_\_\_\_

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

Primary Name on Account \_\_\_\_\_

Secondary Name on Account \_\_\_\_\_

**Please forward a check for all funds remaining in the account to my attention at:**

Name: \_\_\_\_\_

Address \_\_\_\_\_

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

Daytime Phone Number \_\_\_\_\_

**If you have any questions, please contact me at the above daytime phone number.**

Thank you for your cooperation,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Verify all checks and payments have cleared prior to submitting this form to close your account.**