

# Switch Kit

## Directions



- *Payroll Direct Deposit Authorization Form*
- *Automatic Payment/Deposit Switch Form*
- *Account Closing Form*
- *Account Balance Worksheet*

*Switching to a United Bank checking account has never been easier with United Bank's Switch Kit.*

- 1. Open your new United Bank checking account.**  
You can open an account by visiting any of our convenient locations.
- 2. Stop using your old account.**  
Let all of your checks clear. Destroy any unused checks, ATM and debit cards and deposit slips.
- 3. Move your Direct Deposits to Your New Account.**  
Once your checking account is opened, you will want to change any direct deposits to your new account. You will need to inform companies who make direct deposits on your behalf to use the new account.  
  
You can use the **Payroll Direct Deposit Authorization Form** to notify these companies of the change. Print one form for each direct deposit, fill it out and send it to the company making the deposit.  
  
**For social security direct deposits, changes may be made by calling Social Security Administration at 1-800-772-1213**
- 4. Move your Automatic Withdrawals to Your New Account.**  
You will want to change any automatic payments that are being drafted from your old account. You will need to notify the companies making those drafts of the change in accounts.  
  
You can use the **Automatic Payment/Deposit Switch Form** to notify these companies of the change. Print one form for each company making an automatic payment/deposit, fill it out and send to the company making the payment/deposit.
- 5. Close Your Old Account.**  
You can send a written notice to close your old checking account using the **Account Closing Form**.  
  
If, after all your checks have cleared, you have a remaining balance, your old bank will send you a check for the remaining balance. You can calculate your remaining balance by using the **Account Balance Worksheet**.

Call 1-800-EASY-UNB

if you have any questions regarding your "Switch" to United Bank.

[www.unitedbank-wv.com](http://www.unitedbank-wv.com)

# Payroll Direct Deposit Authorization



Complete this form for each company with which you have a payroll direct deposit.

Please Note: If you have social security or other governmental direct deposit, please use the Treasury Department, Standard Form 1199A that is included in this packet or pick up a copy at any United Bank office.

For Social Security benefits, you can also contact them by phone to make direct deposit arrangements:  
1-800-772-1213.

Send the direct deposit authorization form to the company\* making the direct deposit. For your payroll direct deposit, please give this form to your Human Resources department. If you have social security or other governmental direct deposit see note in left column.

Staple VOIDED check from your New United Bank Account below:

\_\_\_\_\_  
Last Name First Name

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Employer's Name Phone Number

\_\_\_\_\_  
Employee ID Number or Department

**List Account Numbers Below:**

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

\_\_\_\_\_  
Previous Bank Name **051900395**

NEW United Bank Account No. & Routing Transit

Checking  Savings

Type of Account (check one)

**Check Only One:**

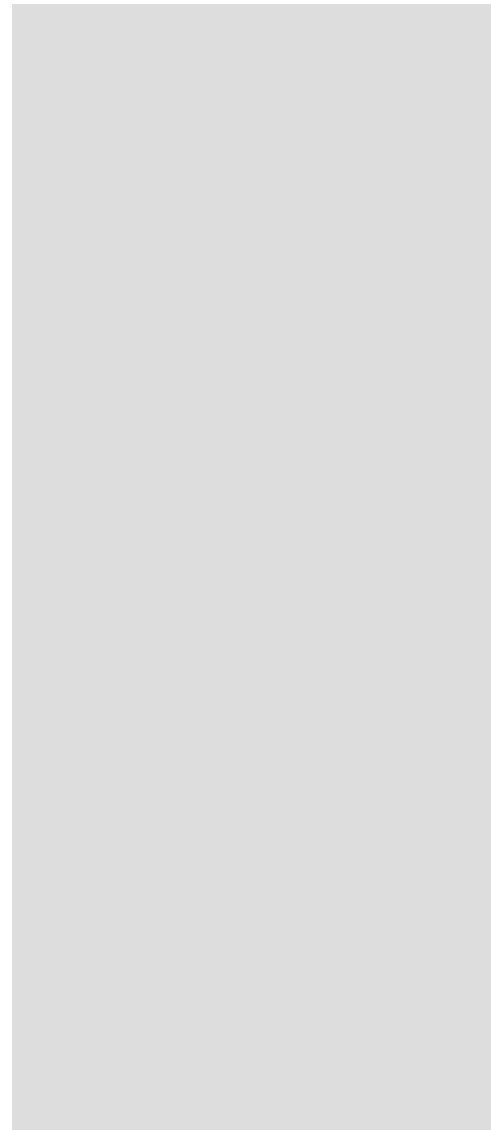
- A New authorization for Direct Deposit. Not currently using Direct Deposit.
- Please change my existing authorization. Transfer automatic payment from my previous bank to United Bank.

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

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

\*You should use one form for each company. Please make additional copies as needed.

You may want to keep your previous account open for 2 months in order to ensure all Direct Deposit transfers are complete.



# Automatic Payment/Deposit Switch Form



*Complete and sign one copy of this form for each automatic payment or automatic depositor (other than payroll) and mail to the institution that deposits to your old account.*

*This form will notify merchants to redirect automatic payments or automatic deposit transactions (ie. CD interest payments) to United Bank. To ensure accuracy, please attach a voided check from your new United Bank Account to each Automatic Deposit Switch Form that you use (see below).*

## To:

\_\_\_\_\_  
Merchant/Company Name

\_\_\_\_\_  
Merchant/Company Address

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

## From:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

\_\_\_\_\_  
ID Number or Department

## ***Please redirect my:***

Automatic Payment     Automatic Deposit

*To my new United Bank Checking Account Effective:*

Immediately     Or Beginning \_\_\_\_/\_\_\_\_/\_\_\_\_

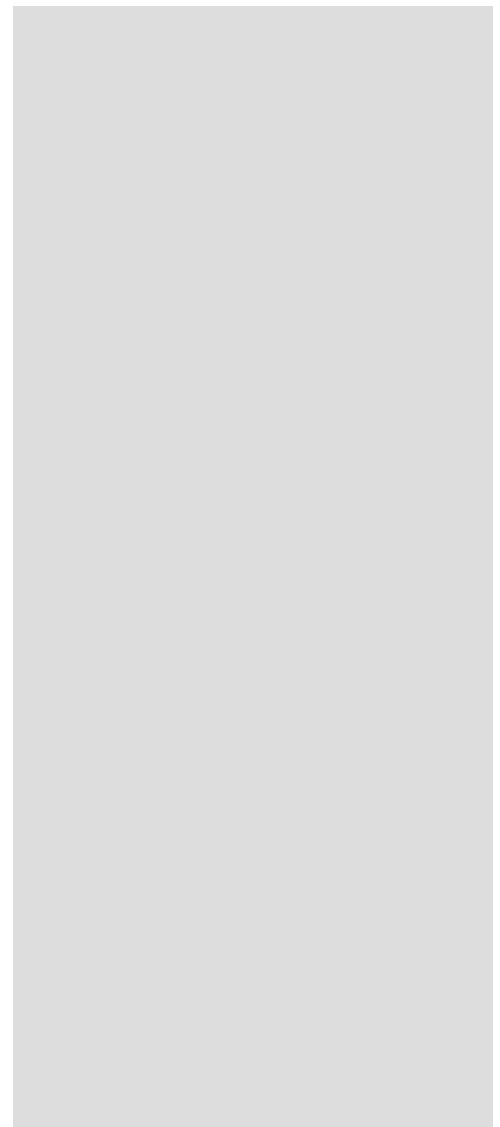
\_\_\_\_\_  
Account Number                      **051900395**  
Routing Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security / TAX Identification Number

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

**Staple VOIDED check from your New United Bank Account below:**



*\*You should use one form for each Automatic Depositor. Please make additional copies as needed.*

*You may want to keep your previous account open for 2 months in order to ensure all Automatic Deposit transfers are complete.*

# Existing Account Closing Form

*Complete this form  
and return it to  
your old bank.*

*To Whom It May Concern:*  
*Please close my account described below.*

\_\_\_\_\_  
Name(s) on Account

\_\_\_\_\_  
Social Security / TAX Identification Number

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

\_\_\_\_\_  
Account Type

**Check Only One:**

**No Disbursement of funds is necessary**

The account balance is zero.

I have deposited a check for the balance in my new bank.

**Disbursement of funds is necessary.** Prepare a cashier's check  
for the balance of my account payable to:

Names on account, and mail to:

Name \_\_\_\_\_

Address \_\_\_\_\_

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

United Bank for the benefit of \_\_\_\_\_  
United Bank Checking Account Holder's Name

To be deposited in Account number: \_\_\_\_\_

Please include my Social Security number: \_\_\_\_\_

*Please prepare a cashier's check for the balance of my account and mail with this  
form to:*

**United Bank  
Customer Service Center  
P. O. Box 393  
Charleston, WV 25392-0393**

*Thank you for your prompt attention to this matter.*

*Sincerely,*

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joint Account Holder Signature

\_\_\_\_\_  
Date

One form should be used for each request. Please make additional copies as needed.

# Account Balance Worksheet



Complete this form to figure out what's available in your old checking account to deposit into your new United Bank account.

Use this worksheet to balance your checkbook register with the checking account balance shown on your most recent bank statement. Be as accurate as possible when completing this form. This worksheet will help you know what's available in your old checking account to deposit into your new United Bank account.

1. Enter your account balance shown on your checking statement. \$ \_\_\_\_\_  
Last statement balance

2. Enter deposits that do not appear on your statement. Include interest earned and deposits made through ATMs and direct deposits. + \$ \_\_\_\_\_  
Total Deposits

Date	Amount	Date	Amount	Date	Amount
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

3. Subtotal by adding steps 1 and 2. = \$ \_\_\_\_\_  
Last Balance + Deposits

4. Enter outstanding checks, transfers or withdrawals not appearing on your statement. Include any debit card purchases, ATM withdrawals, automated payments and fees. - \$ \_\_\_\_\_  
Total Outstanding Debits

Date / Ck#	Amount	Date / Ck#	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. Subtract step 4 from step 3. This should match your checkbook register balance. = \$ \_\_\_\_\_  
Checking Account Balance

Print and retain this worksheet for your records.

# New Account Conversion Checklist



- *Account Closing Form*
- *Payroll Direct Deposit Authorization Form*
- *Automatic Payment/Deposit Switch Form*
- *Account Balance Worksheet*

*You may check the boxes next to the items you have completed (if any). And then print out and keep this checklist handy. As you continue completing items, simply check off the boxes on your printed copy.*

- Make sure all checks have cleared on your checking account.**
- Make certain enough funds are available in your account to cover any automatic payments that may yet need to be withdrawn.**
- Send written notice to your direct deposit vendors (payroll, social security, CD interest payments, etc.) of the changes in your relationship. (Use Direct Deposit Authorization Form)**  
**For social security direct deposits, changes may be made by calling Social Security Administration at 1-800-772-1213.**
- Send written notice to your vendors who automatically take your payments from your checking account (utilities, insurance companies, internet service providers, banks, etc.) that you are closing the account. (Use Automatic Payment Switch Form)**
- Send notification of new account information to vendors who you want to continue to generate automatic withdrawals instead of paying by Bill Pay, or use this notification to start a new automatic payment with a vendor. (Use Automatic Payment Switch Form)**
- Send written notice to the financial institution that you are closing the account. (Use Existing Account Closing Form)**

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*Print and retain this checklist for your records.*