



## Introducing trouble-free switching at American Chartered Bank.

Becoming a valued American Chartered customer is as easy as one, two, three. Just take a moment to review and complete the attached account switch forms. We will answer any questions that you might have.

**1. DIRECT DEPOSIT AND AUTOMATIC PAYMENT SWITCH FORM.** Do you have direct deposit transactions or automatic payments made to your current checking account? If so, complete the enclosed Switch form to redirect them to American Chartered.

**2. BALANCE YOUR CURRENT ACCOUNT FORM.** Fill out this form to determine the ending balance in your checking account. Then, use your ending balance total to close your current account.

**3. CLOSE ACCOUNT FORM.** Completion of this form is authorization for your existing checking account to be closed. Send the completed form to your current financial institution.

# Easy Switch Kit



Member FDIC

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American  
Chartered  
Bank



**N**ow that you have switched your account, you need to make sure that all of your direct deposits and automatic payments are redirected to your new American Chartered account. Please use the following checklist and the most recent statement from your previous account to quickly identify all of the merchants who currently have access to your account. Please ask your American Chartered relationship banker if you need any help.

# Easy Switch Payment Checklist

### Automatic Deposits

- Government Deposit (e.g., Social Security)
- Brokerage Deposit (e.g., dividends, interest)
- Transfers from other bank accounts (e.g., savings)
- Child support or other court-issued deposits
- Other \_\_\_\_\_

### Utilities Automatic Payment

#### ACCOUNT NUMBER

- |                                                             |       |
|-------------------------------------------------------------|-------|
| <input type="radio"/> Gas                                   | _____ |
| <input type="radio"/> Electric                              | _____ |
| <input type="radio"/> Local/Long Distance Telephone Service | _____ |
| <input type="radio"/> Water                                 | _____ |
| <input type="radio"/> Cable or Satellite TV                 | _____ |
| <input type="radio"/> Other _____                           | _____ |

### Other Payments

- |                                                                |       |
|----------------------------------------------------------------|-------|
| <input type="radio"/> Loans (e.g., car, equity, credit card)   | _____ |
| <input type="radio"/> Mortgages                                | _____ |
| <input type="radio"/> Child support or court-issued payments   | _____ |
| <input type="radio"/> Internet Service                         | _____ |
| <input type="radio"/> Brokerage — automatic investments        | _____ |
| <input type="radio"/> Account transfers to other bank accounts | _____ |
| <input type="radio"/> Insurance                                | _____ |
| <input type="radio"/> Other _____                              | _____ |
| <input type="radio"/> Other _____                              | _____ |



**P**lease complete and forward a copy of this form to any business or merchant which direct deposits to your account or whose bills you pay via automated debit to your banking account. Please include a voided check from your American Chartered account.

# Easy Switch Account Form

**TO**

MERCHANT NAME

MERCHANT ADDRESS

CITY STATE ZIP

MERCHANT ACCOUNT NUMBER

**FROM**

CUSTOMER NAME

CUSTOMER ADDRESS

CITY STATE ZIP

Please redirect my  Direct Deposit  Automatic Payment  Other \_\_\_\_\_

Effective  Immediately  Beginning \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

My new account information is listed below.

American Chartered Bank  
Routing Transit Number: 071925046

Checking  Savings

ACCOUNT NUMBER

SIGNATURE

DATE

DAY PHONE

PLEASE ATTACH A VOIDED CHECK FROM YOUR NEW AMERICAN CHARTERED ACCOUNT HERE.



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# Account Balance Worksheet

**S**tart by balancing your existing account. Use the worksheet below to balance your checkbook register beginning with the current checking account balance shown on your most recent statement.

Be as accurate as possible when completing this form. After you have completed this worksheet and set up your new accounts, you no longer need to use your old account.

Note: All pending transactions must be cleared before the account is closed.

**1.** Your current balance on your most current checking statement.

\$ \_\_\_\_\_  
CURRENT STATEMENT BALANCE

**2.** List deposits that do not appear on your statement.

DATE	AMOUNT
_____	_____
_____	_____
_____	_____

+ \$ \_\_\_\_\_  
TOTAL STEP 2

**3.** Subtotal by adding Steps 1 and 2.

= \$ \_\_\_\_\_  
TOTAL STEPS 1 AND 2

**4.** List outstanding checks, transfers or withdrawals that do not appear on your statement.

(INCLUDE ANY DEBIT CARD PURCHASES, ATM WITHDRAWALS, AUTOMATIC DEBITS AND ANY OTHER FEES.)

_____	_____
_____	_____
_____	_____

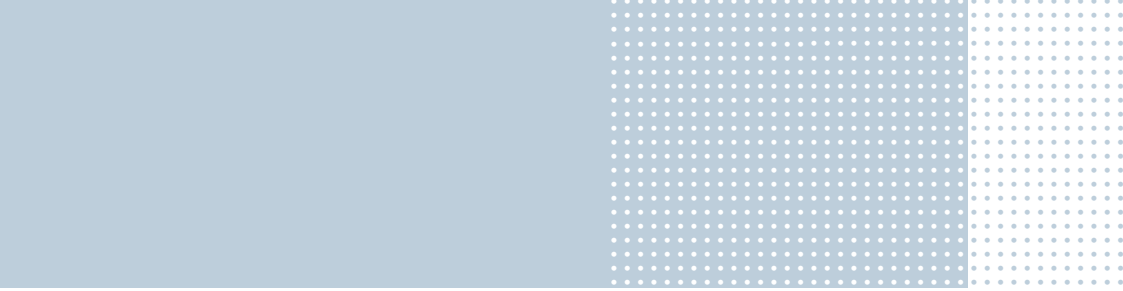
- \$ \_\_\_\_\_  
TOTAL STEP 4

**5.** Subtract Step 4 from Step 3.

This amount should match your checkbook register balance.

= \$ \_\_\_\_\_  
CURRENT ACCOUNT BALANCE

RETAIN THIS WORKSHEET FOR YOUR RECORDS.



Dear Sir or Madam:

Please close my account described below effective \_\_\_\_\_ as indicated.  
DATE

\_\_\_\_\_  
NAME(S) ON ACCOUNT

\_\_\_\_\_  
NAME(S) ON ACCOUNT

\_\_\_\_\_  
ACCOUNT NUMBER

\_\_\_\_\_  
TYPE OF ACCOUNT

\$

\_\_\_\_\_  
BALANCE

# Existing Account Closing Form

Prepare a cashier's check for the balance of my account payable to:

\_\_\_\_\_  
ACCOUNT HOLDER NAME

and mail the check to the following address:

\_\_\_\_\_  
CUSTOMER ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

If you have any questions, please contact me at:

(        )  
\_\_\_\_\_

Thank you for your attention to this matter.

\_\_\_\_\_  
CUSTOMER SIGNATURE

\_\_\_\_\_  
JOINT ACCOUNT HOLDER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

