

# MAKE THE SWITCH CHECKLIST

*Moving all your accounts to BankTrust has never been easier! Simply refer to the following guide to make your switch easy and convenient. For assistance, please contact any of our team members at our convenient locations. We're here to help every step of the way!*



BankTrust™

Member FDIC

To **close an account and transfer** any remaining funds, you will need:

- Recent bank statement with your old account number(s)
- New BankTrust account number(s)
- BankTrust routing number: 065103654
- Form #1** - Account Closing Notification *(provided by BankTrust)*
- Follow up to ensure all checks have cleared on your old account
- Double check maturity dates if transferring a Certificate of Deposit in order to avoid possible penalties

To **change your payroll or direct deposit**, you will need:

- Recent bank statement with your old account number(s)
- New BankTrust account number(s)
- BankTrust routing number: 065103654
- Form #2** - Direct Deposit Request *(provided by BankTrust)*

To **change your Social Security Direct Deposit**, you will need:

- New BankTrust account number(s)
- BankTrust routing number: 065103654
- [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm)  
Visit website above to change your deposit online or print out the government's Standard Form 1199A *(also available from BankTrust)*

To **change your automatic payment or withdrawal**, you will need:

- Recent statement from vendor
- New BankTrust account number(s)
- BankTrust routing number: 065103654
- Form #3** - Automatic Payment Request *(provided by BankTrust)*
- You will need to complete a separate form for each vendor that debits money from your account

To discuss **transferring an existing loan**, you will need:

- Recent loan statement with loan account and balance remaining
- Form #4** - Loan Transfer Worksheet *(provided by BankTrust)*

To **transfer a 401k** (or other retirement account), you will need:

- Recent account statement
- Contact information for your employer or former employer
- New BankTrust account number(s)