

Tired of Being Chained

Tired of being treated like one of the crowd? Tired of your banker asking for your name? People change banks for many different reasons. Whether you've moved, changed jobs, or maybe you're just not getting the service you expect from your bank. Maybe you haven't made the switch because it is such a hassle. Welcome to Commercial Trust Company! We'll be glad to make you our #1 priority. We will even take care of the paperwork for you! This kit provides all the forms and 5 easy steps to make the change a breeze.



Change Banks Without the Hassle!



Member FDIC

COMMERCIAL TRUST

Why bank anywhere else?

On the square in Fayette (660) 248-2222 or in downtown Harrisburg (573) 256-6111

www.commercialtrust.com

Follow these simple steps:

1. Open a new Commercial Trust account.

Stop by the Commercial Trust in Fayette or Harrisburg to visit with a Customer Service Representative who can assist you in opening your new account. To save time, complete as much of the information on the switch kit as possible. Our Customer Service Representative will monitor the switching process for you.

2. Stop using your old bank account.

Allow approximately 10 days for all of your transactions to clear. Destroy all of your old unused checks, deposit slips and ATM/Debit cards or bring them in and we will shred them for you.

3. Change all of your direct deposits.

Use the enclosed forms (Authorization to Change Direct Deposit) to authorize the change in accounts. Attach a voided check or a deposit slip from your new account.

4. Change all of your automatic payments.

Use the enclosed form (Authorization to Change Automatic Payment/Withdrawal) to authorize the change in payments. Make sure you remember all automatic payments you already have set up online. Ask your Customer Service Representative to help you set up your new free online bill pay.

5. Close your old bank account.

Use the enclosed form (Authorization to Close Account) to authorize the closing of your old bank account. If you have a remaining balance, your old bank will send you a check. It really is that simple to “unchain” yourself from the big banks and make the switch to Commercial Trust.



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Authorization to Change Direct Deposit

Company Name _____

Company Address _____

City/State/Zip _____

Currently you are automatically depositing my paycheck to the following account:

Old Bank	Account Number	Routing Number	Amount or %

Please begin depositing my paycheck directly into my new Commercial Trust account effective _____.

(Date)

Change my direct deposit to Commercial Trust Company.

Account Type	Account Number	Routing Number	Amount or %

I understand that this authorization will remain in effect until the Employer named above has received written notification from me of termination in such time as to afford the Employer and depository a reasonable opportunity to act.

Name (Please Print)

Signature

Address

Date

City/State/Zip

Telephone

Social Security Number

Employee ID

I have attached a voided check to verify the new account information.

I understand it may take the company making the direct deposit up to 30 days to process this request.

If you have any questions, please call me. Thank you.



Authorization to Change Automatic Payment/Withdrawal

Company Name _____

Company Address _____

City/State/Zip _____

I am writing to inform you of a change with regard to my automatic payment/withdrawal regarding account number _____
(Customer Account Number)
withdrawn from the bank account listed below:

(Current Bank)

(Current Bank Account Number or Card Number)

In the amount of: _____
(Amount of Payment) Made on the _____
(1st, 15th, other) day(s) of the month for the purpose of: _____

I hereby provide you with notification of the transfer of my automatic payment/withdrawal to my new bank, Commercial Trust Company. I understand that I need to give you at least two weeks notice for changing my scheduled payment.

Please cancel my current bank payment/withdrawal effective as of _____
(Date of last transaction:)

I authorize my automatic payment/withdrawal to be made from my new Commercial Trust account effective _____
(Date of next transaction), using the payment method indicated below.

Checking Account

Commercial Trust Account Number

101902735

Commercial Trust Routing Number

Please attach a voided check to verify your new account information if Authorizing withdrawal from checking account.

Name (Please Print)

Address

City/State/Zip

Customer Account Number

Check Card

Commercial Trust Debit Card Number

Expiration Date

Signature

Date

Telephone

If you have any questions, please call me. Thank you.



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Authorization to Close Account

Bank Name _____

Bank Address _____

City/State/Zip _____

This letter serves as a request to close the following account(s):

Account Type	Account Number	Special Instructions

Please send a check for the remaining balance to the address below:

To: _____ Care of: _____

Address: _____

City: _____ State: _____ Zip _____

If you have any questions, please call me. Thank you.

Name (Please Print)

Signature

Co-signer Name (Please Print)

Co-Signer Signature

Address

Date

City/State/Zip

Telephone

Notary - Optional

Acknowledgment:

State of Missouri

County of _____ ss:

On this ____ day of _____, 20____, before me personally appeared _____

To me known the person described in and who executed the foregoing instrument, and acknowledged that he/she/they executed the same as free act and deed.

My term expires: _____

(Notary Public)

(seal)

Switch Kit Transfer Checklist

Accounts to be changed: <small>Direct Deposit, Automatic Payment/Withdrawal, and Closure</small>	Company or Financial Institution Name	Account Number	Date Mailed Or Contacted	Follow-up Date	Item Complete
Rent or Mortgage					
Electric					
Insurance					
Credit Card					

Other possible payments you need to transfer:

- | | |
|--|---|
| <input type="checkbox"/> Gas
<input type="checkbox"/> Cable /Satellite
<input type="checkbox"/> Water
<input type="checkbox"/> Cellular
<input type="checkbox"/> Phone
<input type="checkbox"/> Trash | <input type="checkbox"/> Account Transfers (to other banks)
<input type="checkbox"/> Child Support
<input type="checkbox"/> Brokerage - Auto Investments
<input type="checkbox"/> Car Loan
<input type="checkbox"/> Internet
<input type="checkbox"/> Gym/Club |
|--|---|

