

# Switching Banks

## DOESN'T HAVE TO BE A HASSLE!



At Integrity Bank, we offer modern banking conveniences while providing an individualized customer experience. Our knowledgeable team is available to guide you through every step of the switching process.

### STEPS TO SWITCH

1

#### OPEN YOUR NEW INTEGRITY BANK ACCOUNT

*Meet with a customer service representative at any branch to open an account*

**Please bring two forms of identification.**

*Examples include: Driver's License, Passport, US Government ID, US Military ID, Social Security Card, Birth Certificate, Alien Registration Card, etc.*

2

#### TRANSFER YOUR DIRECT DEPOSITS

*Complete the Direct Deposit Change Request Form*

This authorizes the transfer of your direct deposit from your current financial institution to your new Integrity Bank account.

**Share the completed form with any company that you have automatic payments set up for. Please note, depending on the organization, you may have to fill out a separate form to complete the direct deposit change request.**

3

#### TRANSFER YOUR AUTOMATIC PAYMENTS

*Complete the Automatic Withdrawal Transfer Form*

This advises current payees to discontinue automatic payments from your existing account and establish automatic payment deductions from your new Integrity Bank account.

**Share the completed form with any company that you have automatic payments set up for, such as:**

- Mortgage or rent
- Insurance Companies (home, auto, life, ect.)
- Utilities
- Cable/Subscription services (Netflix, Hulu, etc.)
- Student Loans
- Tax Payments



**Please Note:**

*Many companies allow you to make this change to your account online.*

4

#### CLOSE YOUR EXISTING ACCOUNT



## DIRECT DEPOSIT CHANGE REQUEST

Share this form with your payroll department or direct deposit agency.

### EMPLOYEE INFORMATION

Name: \_\_\_\_\_  
 Identification Number: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_

### EMPLOYER INFORMATION

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, ZIP: \_\_\_\_\_

**DIRECT DEPOSIT INFORMATION**  
 Integrity Bank  
 Routing Number: 101105985

	Account Type (Checking or Savings)	Your IBKS Account Number	Dollar or Percent Amount
Example	Checking	123456	100%
#1			
#2			
#3			
#4			

**\*May take 2-4 weeks for changes to take effect.**

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

\_\_\_\_\_  
 Date

Additional information for your employer (SSN, etc.)

Please note: Depending on the organization, you may have to fill out a separate form to complete the direct deposit change request. For Social Security Deposit, call the Social Security Administration Direct Deposit Department at 1-800-772-1213 or sign up online at [www.ssa.gov/deposit/](http://www.ssa.gov/deposit/).

## AUTOMATIC WITHDRAWAL TRANSFER FORM

**Company or Receiving Individual:** \_\_\_\_\_

*For example: water, utilities, cable, internet, insurance, mortgage, rental provider/company name*

### RE: BANK CHANGE FOR AUTOMATIC PAYMENTS

I currently have my automatic payment(s) deducted from the following account:

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

**Account Number:** \_\_\_\_\_

**Routing Number:** \_\_\_\_\_

**Please change your records, effective immediately, so that my automatic payment(s) are now deducted from my Integrity Bank account.**

**Bank Name: Integrity Bank**

**Routing Number: 101105985**

**Account Number:** \_\_\_\_\_

**Checking or Savings:** \_\_\_\_\_

If you have any questions regarding this request, please contact me at the phone number below.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

## ACCOUNT CLOSING REQUEST

**ATTN: CUSTOMER SERVICE DEPT**

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

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

Bank Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

**RE: REQUEST TO CLOSE ACCOUNT**

Please accept this letter as my written authorization to close the following account(s) at your financial institution. All of my transactions have cleared, and I have stopped all automatic debits and credits to my account.

	Account Type (Checking or Savings)	Your IBKS Account Number	Dollar or Percent Amount
Example	Checking	123456	100%
#1			
#2			
#3			
#4			

Please forward all remaining funds to me at the following address and contact me if you have any questions.

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

**Street Address:** \_\_\_\_\_

**City, State, ZIP:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date