

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/.

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