

Relax

We've got it covered.

# EMPOWER

Your Banking.

3-STEP SWITCH KIT

*Empower Your Banking with 3 easy steps:*

- Ⓢ Establish a NEW account with Pinnacle Bank
- Ⓢ Move your automatic deposits/payments to your Pinnacle Bank account
- Ⓢ Close your old account

It's really that simple. And we'd love to help!



**PINNACLE BANK**

*Get the Edge.*

Member FDIC 

Don't just switch...  
**EMPOWER**  
Your Banking.

Moving all your accounts to Pinnacle Bank has never been easier!

Follow these simple steps to “Empower Your Banking” the Pinnacle way.

Or let us do the work for you! Bring this in to any Pinnacle Bank office and we’ll take care of it for you.

Now that’s simple!

### It’s Easy to “Empower Your Banking”:

- Open your Pinnacle Bank account. Stop by a Pinnacle Bank office to open your account.
- Stop using your old account and let all your checks and debits clear. This could take up to 10 days. Remember how slow they were? To pass the time, destroy any unused checks, debit cards and deposit slips. No shredder at home? Bring them to us and receive a credit up to \$25.
- Change direct deposits. Fill out the enclosed Direct Deposit Change Request and give it to your employer. If you have direct deposit of Social Security or another government direct deposit, we’ll give you the Standard Form 1199A to change the direct deposit.
- Change automatic payments and deposits. Fill out the enclosed **Automatic Payment / Deposit Change Request**. Don’t forget about payments that use your old debit card number, such as an internet service provider or health club.
- Move your online bill payments or set up free online bill pay. Use the enclosed **Online Bill Pay Checklist** to remember the online payments you currently use or would like to set up. We can help you enter them into our Free Online Bill Pay system that’s totally secure.
- Close your old account. Here’s the day you’ve been waiting for! Mail or fax in the **Account Closing Request** to close your old account. No face-to-face confrontation necessary.
- Transfer an existing loan. Call or visit any Pinnacle Bank office to discuss how to transfer your existing loan. You can also transfer your credit card balances to a Pinnacle Bank credit card.



**DIRECT DEPOSIT • Payroll**

DATE \_\_\_\_\_  
TO (Company) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_

**RE: INSTRUCTIONS FOR CHANGING DIRECT DEPOSIT**

**Dear Employer,**

I have recently changed banks and will need to have my payroll direct deposit switched from my old account to my new account with Pinnacle Bank. Below you will find any personal information you may need to aid in this process.

NAME \_\_\_\_\_

I currently have my direct deposit going to:

FINANCIAL INSTITUTION \_\_\_\_\_  
ACCOUNT # \_\_\_\_\_  
BANKING ROUTING # \_\_\_\_\_

Please change this to my new account with Pinnacle Bank as soon as possible:

TYPE OF ACCOUNT (Check One):  CHECKING  SAVINGS  
ACCOUNT # \_\_\_\_\_  
BANKNG ROUTING # 053208150

If for any reason you may need additional information, please call me at: \_\_\_\_\_

**Thank You.**

Sincerely,

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

ENCLOSED: Voided check from my new Pinnacle Bank account.



**AUTOMATIC DEPOSITS**

DATE \_\_\_\_\_  
TO (Company) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_

**RE: INSTRUCTIONS FOR CHANGING AUTOMATIC DEPOSIT**

Dear Sir or Madam,

I have recently changed banks and will need to have my automatic deposit switched from my old account to my new account with Pinnacle Bank. Below you will find any personal information you may need to aid in this process.

NAME \_\_\_\_\_  
MY ACCOUNT # WITH YOUR ORGANIZATION \_\_\_\_\_  
DEPOSIT AMOUNT (if applicable) \_\_\_\_\_

I currently have my direct deposit going to:

FINANCIAL INSTITUTION \_\_\_\_\_  
ACCOUNT # \_\_\_\_\_  
BANKING ROUTING # \_\_\_\_\_

Please change this to my new account with Pinnacle Bank as soon as possible:

TYPE OF ACCOUNT (Check One):  CHECKING  SAVINGS  
ACCOUNT # \_\_\_\_\_  
BANKING ROUTING # 053208150

If for any reason you may need additional information, please call me at: \_\_\_\_\_

Thank You.

Sincerely,

SIGNATURE \_\_\_\_\_  
PRINT NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_

ENCLOSED: Voided check from my new Pinnacle Bank account.



# AUTOMATIC PAYMENTS

DATE \_\_\_\_\_  
 TO (Company) \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_

## RE: INSTRUCTIONS FOR CHANGING AUTOMATIC PAYMENTS

Dear Sir or Madam,

I have recently changed banks and will need to have my automatic payments switched from my old account to my new account with Pinnacle Bank. Below you will find any personal information you may need to aid in this process.

NAME \_\_\_\_\_  
 MY ACCOUNT # WITH YOUR ORGANIZATION \_\_\_\_\_  
 DEPOSIT AMOUNT (if applicable) \_\_\_\_\_

I currently have my automatic payment going to:

FINANCIAL INSTITUTION \_\_\_\_\_  
 ACCOUNT # \_\_\_\_\_  
 BANKING ROUTING # \_\_\_\_\_

Please change this to my new account with Pinnacle Bank as soon as possible:

TYPE OF ACCOUNT (Check One):  CHECKING  SAVINGS  
 ACCOUNT # \_\_\_\_\_  
 BANKING ROUTING # 053208150

If for any reason you may need additional information, please call me at: \_\_\_\_\_

Thank You.

Sincerely,

SIGNATURE \_\_\_\_\_  
 PRINT NAME \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY, STATE, ZIP \_\_\_\_\_

ENCLOSED: Voided check from my new Pinnacle Bank account.



# ACCOUNT CLOSING REQUEST

DATE \_\_\_\_\_

TO (Financial Institution Name) \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

FROM (Name(s) on Account) \_\_\_\_\_

SOCIAL SECURITY # \_\_\_\_\_

PLEASE CLOSE THE FOLLOWING ACCOUNTS WITH YOUR INSTITUTION:

CHECKING	SAVINGS	MONEY MARKET	OTHER

FORWARD FUNDS TO ME AT THE FOLLOWING ADDRESS:

Together with all the interest or dividends that may have become due on above listed accounts

ADDRESS \_\_\_\_\_

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

If for any reason you may need additional information, please call me at: \_\_\_\_\_

Thank You.

Sincerely,

SIGNATURE \_\_\_\_\_

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

DATE \_\_\_\_\_

