

Switch Kit



Making the switch is easy!

Open your new account.

Open an account online from the comfort of your home.

Switch your direct deposits.

If you have any direct deposits, use this form to authorize your employer, retirement and pension funds, or any other agency to deposit your payment directly into your Citizens Bank of Edmond account.

Switch your automatic withdrawals.

If you have any automatic transactions, use the provided form to switch them to Citizens Bank of Edmond. Many companies and agencies make it easy to change your account on record online on their website.

Close your old account.

Simply fill out the provided form and send it to your former banking institution to close your old account(s). Any remaining account balance will be transferred to Citizens Bank of Edmond.

Direct Deposit Authorization

Use this form to authorize your employer, retirement and pension funds, or any other agency to deposit your payment directly into your Citizens Bank of Edmond account. Use one form for each direct deposit.

Company Information

Name:

Address:

City, State, ZIP Code:

Phone:

Customer Information

Name:

Address:

City, State, ZIP Code:

Phone:

I have closed account number _____ at _____,
and hereby authorize the transfer of my direct deposit to my new bank, Citizens Bank of Edmond, and submit this letter as written notification.

New Account Information

Routing Number: 103002251

Account Number:

Checking

Savings

Account Number:

Checking

Savings

Signature:

Date:

DEPOSIT: TOTAL AMOUNT \$ _____ into CHECKING account listed above

DEPOSIT: TOTAL AMOUNT \$ _____ into SAVINGS account listed above



Automatic Payment Authorization

Use this form to authorize a change to any automatic payment, deductions, or withdrawals from your account. Use one form for each automatic withdrawal. Many companies and agencies make it easy to change your account on record online on their website.

Customer Information

Name:

Address:

City, State, ZIP Code:

Phone:

Vendor/Payee Information

Name:

Account Number:

Address:

City, State, ZIP Code:

Phone:

New Bank Information

Financial Institution: Citizens Bank of Edmond

Routing Number: 103002251

Account Number:

Checking

Savings

Effective immediately, I authorize the above referenced Vendor/Payee and Citizens Bank of Edmond to initiate entries into my Citizens Bank of Edmond account. This authorization will remain in effect until I notify the referenced vendor in writing to cancel this request within a reasonable amount of time.

Signature:

Date:

Printed Name:



Account Closing Authorization

Use this form to close your account(s) at your former financial institution. Be sure to verify any outstanding items have cleared your old account. You can authorize your remaining balance to be deposited automatically to your new Citizens Bank of Edmond account or paid by a check forwarded to your mailing address.

Previous Financial Institution Information

Name:

Address:

City, State, ZIP Code:

Please close my account(s):

Account Number:	Checking	Savings	Other
Account Number:	Checking	Savings	Other
Account Number:	Checking	Savings	Other
Account Number:	Checking	Savings	Other

I hereby authorize the above listed account(s) be closed. Please grant the following request for any remaining funds in these accounts:

Deposit funds directly into my new account at Citizens Bank of Edmond.

Account Number:

Routing Number: 103002251

Send a check for the balance remaining to the address below.

Address:

City, State, ZIP Code:

Signature:

Date:

Printed Name:

