



Making the switch
IS EASY

We want to make the switch to SouthWest Bank as easy as possible. Utilize these forms to help complete the transition, and if you need additional assistance, contact a SouthWest Bank representative.



Close Account Authorization

To help ensure your discontinued bank accounts are closed properly, complete one of these forms for each financial institution. Send each form to the appropriate financial institution or bring them to your nearest SouthWest Bank branch for assistance. Print or copy as many of these forms as you need.

Date ___/___/___

Former Bank's Name _____

Address _____

City _____ State _____ Zip _____

To whom it may concern:

Please close my account(s) and send a check for the remaining balance to me at the address listed below.

Account # _____

Account # _____

Account # _____

Account # _____

If you have any questions about these instructions, please contact me during the

DAY EVENING (check one) at Phone Number (____)_____.

Signature _____

Name (please print) _____

Address _____

City _____ State _____ Zip _____

Joint Account Owner Signature _____

Joint Account Owner Name (print) _____

Did you remember all of them?

Checking accounts? Savings accounts?



Change Direct Deposit Instructions

To help ensure there are no disruptions in your direct deposits, complete one form for each depositor. Please send each form to your employer or the appropriate business or bring them to your nearest SouthWest Bank branch for assistance.

Date ___/___/___

Employer/Depositor Name _____

Depositor Address _____

City _____ State _____ Zip _____

Effective ___/___/___,

I hereby authorize to have my direct deposit switched to my account with

SouthWest Bank as follows:

Bank Routing #: **112322508**

Account Type: Checking/ Money Market

Account #: _____

Savings

Name: _____

Address: _____

City: _____ State: _____ Zip Code : _____

SSN : _____ (if required)

Signature: _____ Date : _____

Attach Voided Check Here (if required)

Did you remember all of them?

Use this checklist to help you remember all the depositors from which you receive funds!

- Employer/Payroll
- Social Security
- Government
- Retirement Fund
- Investments



Change Automatic Payment Instructions

To help ensure there are no disruptions in your automatic payments to utilities and other companies you use, complete one form for each vendor. Please send each form to the appropriate business or bring them to your nearest SouthWest Bank branch for assistance.

To Whom It May Concern:

You are currently withdrawing \$ _____ for Company: _____,

Account / Policy Number _____ from the following:

Previous Bank _____

Previous Bank Routing # _____

Previous Bank Account # _____

Effective Date: ___/___/___, please redirect my automatic payment to come from my account at **SouthWest Bank** as follows:

Bank Routing Number: **112322508**

Account Type: Checking/Money Market

Bank Account Number: _____

Savings

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____ Date: _____

Did you remember all of them?

Use this checklist to help you remember all of the utilities and other businesses to which you make automatic payments!

- | | |
|--------------------|-------------------------|
| Mortgage | Telephone |
| Auto Loan | Cellular Phone |
| Health Insurance | Cable TV |
| Life Insurance | Internet Provider |
| Car Insurance | Investments & Annuities |
| Credit Card | Newspaper |
| Electric/Gas/Water | |