

Easy Switch Kit

Switching to Union Bank is easy! Everything you need to move your account is right here! Just follow 3 easy steps.

1. Ask your previous bank to close your checking account. Simply fill out the **Checking Account Closure Form** provided, or take it to your current bank. This form allows you to specify the date you want your account closed and where you want your remaining balance sent.
2. If you would like to take advantage of the convenience and benefits of direct deposit with your new account at Union Bank just fill out the **Direct Deposit Change Form** and give it to your employer. This form tells your employer everything they need to know about where to send your direct deposit and the effective date you want it to take place. If you have SSI or government direct deposits please see one of our Customer Support Representatives to assist you in switching them.
3. If you presently have payments automatically deducted from your checking account, or wish to initiate this service through your new account at Union Bank simply fill out the **Automatic Payment Change Form** and forward it to these companies who automatically draft your checking account on a regular basis. They will change their records to start drafting your Union Bank checking account on the day you specify.



MEMBER
FDIC



CHECKING ACCOUNT CLOSURE FORM

Date _____ Name _____

Current Financial Institution _____
Address _____

Account # Being Closed _____ New Account # _____

New Financial Institution Name Union Bank, Inc.
Address _____
Attention New Accounts Telephone _____

I hereby authorize the closure of my account effective (date) _____

Social Security # _____ Signature _____

PLEASE SEND THIS TO THE FINANCIAL INSTITUTION THAT CURRENTLY HAS YOUR
CHECKING ACCOUNT

DIRECT DEPOSIT CHANGE FORM

Date _____ Name _____

Name of Employer _____
Address _____
PREVIOUS Financial Institution _____ PREVIOUS Account # _____

New Financial Institution Name Union Bank, Inc. New Account # _____
Address _____
Routing # for new bank 043404443 Telephone _____

I hereby authorize direct deposit to my account effective (date) _____

Social Security # _____ Signature _____

PLEASE PRESENT THIS TO YOUR PRESENT EMPLOYER

AUTOMATIC PAYMENT CHANGE FORM

Date _____ Name _____

Company name _____
Address _____

PREVIOUS Account # _____ New Account # _____

New Financial Institution Name Union Bank, Inc.
Address _____
Routing # for new bank 043404443 Telephone _____

I hereby authorize automatic payment to my account effective (date) _____

Social Security # _____ Signature _____

PLEASE SEND THIS TO THE COMPANY THAT RECEIVES YOUR ELECTRONIC PAYMENT
Additional forms available at Union Bank