

Corner Switch Kit



READY FOR A CHANGE?

If you're like most people, you've probably thought about changing banks a thousand times. Setting up new accounts, changing automatic deposits and payments, and closing your old account can sometimes seem tedious. That's why Cornerstone Bank has designed the Corner Switch Kit to guide you step by step through the move.

Enclosed in our Switch Kit is everything you need to make moving your account to Cornerstone Bank a breeze. All the forms you need, plus directions in 5 easy steps.

Go ahead...cross over to Cornerstone Bank.



CORNERSTONE BANK

MAKING THE SWITCH IN FIVE SIMPLE STEPS:

1 **Cross over to Cornerstone Bank and open your new accounts.**

Stop in at any one of our Cornerstone Bank Banking Centers to open your account*. Make a note of your routing numbers and account numbers from your former financial institution and Cornerstone Bank, they'll come in handy later.

The bank routing number is the first nine digits of the series printed on the bottom of your checks.

2 **Stop using your old account.**

Let all your checks clear. This could take up to 30 days. During this time, destroy any unused checks, ATM and debit cards and deposit slips. No shredder? Bring them to us and we'll shred them for you.

We understand it can be confusing during this transition period, and we will work closely to ensure accounts are monitored. It is recommended that old accounts remain open for 30 days to allow for all outstanding items to clear.

3 **Change direct deposits.**

Fill out the enclosed form and give it to your employer or the company handling your paychecks or retirement payments. Make sure to include a new deposit slip or voided check. If you have direct deposit of Social Security or another government direct deposit, visit <https://www.ssa.gov/deposit/howtosign.htm> or we'll provide you with the Standard Form 1199A to change the direct deposit.

4 **Change automatic payments.**

Use the enclosed form to change all automatic withdrawals or automated payment services. Don't forget about payments using your old debit card, such as automatic payments made online.

Move your online bill payments to our Free Online Banking and Bill Pay service. Use the enclosed form to remember the online payments you currently have. We can help you enter them into our Free Online Bill Pay.

5 **Close your old accounts.**

Here's the day you have been waiting for. After leaving your accounts open long enough for all outstanding checks and withdrawals to clear, send in the enclosed form to close your old account. If you have a remaining balance, your old bank should send you a check. It's as simple as that.

Still have questions? Or need help completing any of the forms? Give us the chance to show you how helpful we are. Stop by your local banking center.

Mt. Paran – 404.601.1250 Sandy Springs – 678.553.3500

**Photo identification is required when you open new accounts.*



Please change accounts for my direct deposit



Please use a pen and print clearly.

FOLLOW THESE EASY STEPS:

1. Complete, sign and date this form.
2. Attach a voided check from your new **CORNERSTONE BANK** account.
3. Submit this form to each company that is currently authorized to make automatic deposits to your account.

Date:

Company making direct deposit:

Street Address:

City: State:..... Zip:.....

TO WHOM IT MAY CONCERN:

I recently changed banks and request that my automatic deposit be switched to my new account at CORNERSTONE BANK.
You are currently depositing \$.....(amount) to the following account:

Previous Bank:

Previous Routing number:

Previous Account number:

PLEASE START MAKING THESE AUTOMATIC DEPOSITS INTO MY NEW ACCOUNT.

CORNERSTONE BANK Account number:

Routing number:061092332.....

Effective: Immediately

Address: 2060 Mt. Paran Rd. Suite 100, Atlanta, GA 30327

On / / (month, day, year)

I authorize your company to initiate credit entries to my account at CORNERSTONE BANK. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act. If you have any questions about this request, please don't hesitate to call. Thank you.

Applicant's Signature:

Name (please print):

Street Address:

City: State:..... Zip:.....

Phone Day Evening

Please change accounts for my automatic deductions



Please fill in form fields and print.

FOLLOW THESE EASY STEPS:

1. Complete, sign and date this form.
2. Attach a voided check from your new CORNERSTONE BANK account.
3. Submit this form to each company that is currently authorized to make automatic deductions to your account.

Date:

Company making automatic deposit:

Street Address:

City: State:..... Zip:.....

TO WHOM IT MAY CONCERN:

I recently changed banks and request that my automatic deduction be switched to my new account at CORNERSTONE BANK. You are currently withdrawing \$..... (amount) from the following account:

Previous Bank:

Previous Routing number:

Previous Account number:

PLEASE STOP DEDUCTIONS FROM THIS ACCOUNT AND START MAKING THEM FROM MY NEW CORNERSTONE BANK ACCOUNT.

CORNERSTONE BANK Account number:

Routing number:061092332.....

Effective: Immediately Address: 2060 Mt. Paran Rd. Suite 100, Atlanta, GA 30327

On / / (month, day, year)

I authorize your company to initiate debit entries from my account at CORNERSTONE BANK. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act. If you have any questions about this request, please don't hesitate to call. Thank you.

Applicant's Signature:

Name (please print):

Street Address:

City: State:..... Zip:.....

Phone Day Evening



Online Bill Pay Checklist



Please use a pen and print clearly.

WE'VE MADE IT EASY TO MOVE ALL YOUR PAYMENTS TO OUR FREE ONLINE BILL PAY SERVICE!

Use this helpful checklist to remember all the online payments you currently have. Or bring in your latest invoices and we'll help set them up in our FREE Online Banking and Bill Pay for you!

- ___ Mortgage / Rent
- ___ Home or Renter's Insurance
- ___ Auto Loan / Lease
- ___ Auto Insurance
- ___ Health / Life Insurance
- ___ Electricity / Gas Company
- ___ Water
- ___ Home Phone
- ___ Cell Phone
- ___ Cable / Satellite TV
- ___ Internet Service Provider
- ___ Garbage Pick-up
- ___ Auto Club (AAA, OnStar, etc.)
- ___ Memberships (Health club, etc)
- ___ Credit Card(s)
- ___ Department Store Credit Card(s)
- ___ Loans (Personal, etc.)
- ___ Home Equity Loan / Line of Credit
- ___ Transportation / Parking
- ___ Savings
- ___ Investments / Annuity Payments
- ___ Other.....
- ___ Other.....

LIST ALL YOUR ONLINE PAYMENTS AND AUTOMATIC DEDUCTIONS

List all the payment that you make online and any automatic deductions that authorize periodic withdrawals to be made from a checking account or savings account or charged to a debit and/or credit card to pay bills, usually regular monthly payments.

Payee / Address	Phone / Fax	Withdrawal Amount / Account Number as appears on statement
i.e. Gas Company 123 Street, GA 30327	1.800.123.4767 123.456.7891	\$45.00 987654321-11
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Please close my account



Please fill in fields and print.

FOLLOW THESE EASY STEPS:

- 1. Complete, sign and date this form.
- 2. Send this form to your previous bank after all your existing activity has cleared and switched to CORNERSTONE BANK.

Date:

Previous Bank Name:

Address:

TO WHOM IT MAY CONCERN:

Please close my bank account(s) as described below: Effective: Immediately
 On / / (month, day, year)

Account #1 Name on account:

Account number:

Please send the balance of this account by: Official Check (1) Wire Transfer (2)

Account #2 Name on account:

Account number:

Please send the balance of this account by: Official Check (1) Wire Transfer (2)

1. Mailing Instructions for Official Check:

Name:

Address:

2. Wire Transfer Instructions:

Correspondent Bank (Beneficiary Bank): ...Silverton Bank..... ABA number: ...061003415.....

Credit Bank: ...Cornerstone Bank..... ABA number: ...061092332..... Account number: ...1006109233.....

Final Credit:

Name on account:..... Account number:

If you have any questions about this request, please contact me at the following number.

Phone: Day Evening

Signature: Date:

Signature: Date:
(if needed)

