



## Switch Kit

Let us help make your switch to  
CBCBank easy!

# Making Your Switch Easy

Changing banks can be a hassle. That's why we want to help make your switch to CBCBank easier.

On the following pages you'll find information to help you make a smooth transition.

Once your account has been moved to CBCBank, we know you'll enjoy our full line of convenient products and services, including:

- Checking
- Savings
- Certificates of Deposit
- Individual Retirement Accounts
- Debit Cards
- Online Banking and Bill Pay
- Consumer Loans
- Mortgage Loans
- Commercial Loans
- Cash Management Services
- E-statements-safe and secure delivery of your banking statements
- Visa® Debit Card
- Visa® Credit Cards, subject to credit approval
- Automated Clearing House (ACH) Origination: Direct Deposit and Wire Transfers
- Merchant Services: Accept debit and credit card payments for your business

# 5 Simple Steps to Move Your Account

## Step 1: Open CBCBank Checking Account

- Stop by any of our convenient locations and a Customer Service Representative will help you choose the account that is right for your needs.

## Step 2: Stop using your account at your previous bank

- Allow at least 10 days for all your checks to clear.
- Destroy checks and deposit slips.
- Destroy your debit or ATM card.

## Step 3: Move your Direct Deposits

- Use the enclosed forms to notify anyone making direct deposits into your account of your new account information.
- Remember to inform your employer, Social Security, or your retirement plan of your account change.

## Step 4: Move any automatic payments

- Use the enclosed forms to notify anyone making automatic withdrawals from your account of your new account information.
- Remember to include insurance drafts, gym dues, online services and automatic utility payments.
- If you have Internet Banking/Bill Pay at your previous bank, ensure that recurring payments are canceled and re-entered into CBCBank's Internet Banking/Bill Pay.

## Step 5: Close your old Account

- After all checks have cleared, use the enclosed form to notify your previous bank that you are closing your account.
- The bank will send you a check with the remaining funds from your account.

# 5 Convenient Locations



**Valdosta**  
3462 N. Valdosta Road  
Valdosta, GA 31602  
229.242.7600

**Baytree**  
1215 Baytree Road  
Valdosta, GA 31602  
229.253.8784

**Hahira**  
110 West Main Street  
Hahira, GA 31632  
229.794.2494

**Moultrie**  
635 Veterans Parkway North  
Moultrie, GA 31768  
229.985.7600

**Tifton**  
729 West 2nd Street  
Tifton, GA 31794  
229.386.5595

## Hours of Operation

### Lobbies

Monday - Thursday: 9 a.m. - 4 p.m.

Friday: 9 a.m. - 5 p.m.

### Drive-thrus

Monday - Thursday: 8:30 a.m. - 5 p.m.

Friday: 8:30 a.m. - 6 p.m.

Saturday: 9 a.m. - 12 Noon (Main, Baytree & Hahira Offices only)

# Switch Form for Automatic Payments & Direct Deposits

Make one copy of this form for each Automatic Payment and each Direct Deposit

---

COMPANY NAME

---

COMPANY ADDRESS

CITY, STATE

ZIP

## Re: Switching My Automatic Payments/Direct Deposit

I have recently changed banks and would like to have my transactions with your company changed to my new account. Please discontinue transactions from my old bank account and begin using my new Commercial Banking Company account.

If you have any questions regarding this request, please contact me by mail or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

---

PRIMARY AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE REQUIRED TO AUTHORIZE CHANGE)

DATE

---

SECONDARY AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE REQUIRED TO AUTHORIZE CHANGE)

DATE

---

NAME

---

PHONE

---

SOCIAL SECURITY NUMBER

---

ADDRESS

---

CITY, STATE

---

ZIP

---

OLD BANK NAME

---

ROUTING NUMBER

---

ACCOUNT NUMBER

---

Commercial Banking Company

---

061211171

---

NEW BANK NAME

---

ROUTING NUMBER

---

ACCOUNT NUMBER

TYPE OF ACCOUNT:    DDA

SAVINGS

4

# Existing Account Closing Notification Form

---

OLD BANK NAME

---

OLD BANK ADDRESS

CITY, STATE

ZIP

## Re: Close My Account

I have recently changed banks. Please close the account listed below immediately.

---

ACCOUNT NAME

---

ACCOUNT NUMBER

Please forward all remaining funds to me at the following address:

---

NAME

---

ADDRESS

---

CITY, STATE

---

ZIP

Sincerely,

---

AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE REQUIRED)

DATE

Bring this completed form to any CBCBank location and we will mail it for you - it's that easy!

5

Member FDIC



888.405.7600

[www.cbcbank.com](http://www.cbcbank.com)



# Switch Check List

Use this checklist to quickly identify all merchants who currently have access to your account.

## AUTOMATIC DEPOSITS

### PAYROLL

CONTACT HR WHERE YOU WORK

EFFECTIVE DATE: \_\_\_\_\_

### SOCIAL SECURITY

SS ADMINISTRATION 800-772-1213

EFFECTIVE DATE: \_\_\_\_\_

### TRANSFER FROM OTHER BANK ACCTS

EFFECTIVE DATE: \_\_\_\_\_

### OTHER

EFFECTIVE DATE: \_\_\_\_\_

## AUTOMATIC PAYMENTS

### GAS

ACCOUNT NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

### ELECTRIC

ACCOUNT NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

### WATER/SEWER

ACCOUNT NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

### PHONE

ACCOUNT NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

### CELL PHONE

ACCOUNT NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

### TV

ACCOUNT NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

### INTERNET

ACCOUNT NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

### OTHER

ACCOUNT NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

### OTHER

ACCOUNT NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

## OTHER PAYMENTS

### LOAN

ACCOUNT NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

### MORTGAGE

ACCOUNT NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

### TRANSFERS TO OTHER ACCOUNTS

ACCOUNT NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

### INSURANCE

ACCOUNT NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

### OTHER

ACCOUNT NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

### OTHER

ACCOUNT NUMBER: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_