

Bank SkyNet

Switching made Simple...

We've made switching to *Bank SkyNet* simple. Our easy to use **Switch Kit** allows you to move your direct deposits and transfer any automatic payments and debits to *Bank SkyNet* without a hassle.

- **Getting Prepared**
- **Direct Deposits**
- **Automatic Payments & Debits**
- **Close Other Accounts**

Switching made simple...



Getting Prepared

Automatic deposits and deductions that you'll be switching To **Bank SkyNet**. If you have not already opened a **Bank SkyNet** account, please visit one of our convenient locations.

1. Your new **Bank SkyNet** account information for quick reference:
Bank SkyNet Account Number: _____

2. Use the **most recent bank statement from your former account** and list companies which have direct deposits or automatic payments/debits through your account:

Former Bank Name _____

Account No. ABA Routing No. _____

Date	Company Name	Account Number	Deposit Amount*

Automatic Payments/Debits

Date	Company Name	Account Number	Deposit Amount*

*Amounts may vary

Helpful Hints

Direct Deposits

These are recurring payments automatically deposited into your account on a regular basis. Examples are payroll, social security, dividend or Disability payments.

Automatic Payments or Debits

These are recurring automatically withdrawn payments from your account on a regular basis. Examples include mortgage payments and insurance premiums.

ABA Routing Number

This is the first group of nine (9) numbers found at the bottom of a check.

Switching made simple...

Helpful Hints

Track Your Request

To confirm that your direct your new **Bank SkyNet** account, check your **Bank SkyNet** statement, sign up and log onto your online account at www.bankskynet.com or call +1 209 227 3479.

Follow Up

Automatic deductions should effect within two withdrawal periods. Keep your old Account open until all automatic deductions have been switched to your new **Bank SkyNet** account. If you don't see the withdrawal by this time, Please contact the company.

Reminder Note that some companies may require a special form. Contact the company or Income source to make sure no other forms are required.

For Multiple Deductions

If you have more than one automatic deduction, please print additional forms as needed.

Direct Deposits

Automatic Payments & Debits

Inform companies to have payments automatically deducted from Your new **Bank SkyNet** account (i.e. mortgage payments, Insurance premiums, gym memberships, etc.)

Follow these easy steps:

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

Company Name: _____

Company Address: _____

To Whom It May Concern:

I recently changed banks and request that my automatic deduction be switched to my new account at **Bank SkyNet**. my information is as follows:

Name on account:

Identifying number with your company: _____

Address: _____

Phone Number: _____

Please switch my automatic deductions to this account

Checking Savings

I _____ authorize your company to initiate debit entries from my account at **Bank SkyNet**. 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, please call me at the number listed above.

Signature: _____

Date:

Switching made simple...

Mailing Instructions for Official Check

Name: _____
Address: _____

Contact your former bank to make sure no other items are required.

Wire Transfer Instructions (please see ABA information under *Helpful Hints*)

Beneficiary's Name: _____ Receiving Acct. # _____

Beneficiary's Address: _____

Account Closing

Notify your former bank that you are closing your account. *

Follow these easy steps:

1. Complete, sign and date this form.
2. Send this form to your former bank after all you existing activity has cleared and switched to **Bank SkyNet**

Helpful Hints

Timing is Everything

After all outstanding checks, automatic deductions and direct deposits have cleared, you're ready to close deposits have cleared, ^{your} you're ready to close former account.

Former Bank Name: _____
Former Bank Address: _____

To Whom It May Concern:

Please close my bank account(s) as described below:

Effective
Immediately

On /__/_/

Please send the balance of this account by: Official Check * Wire Transfer*

Account #1

Name on account: _____
Account Number: _____

For Multiple Accounts

If you have more than two (2) accounts, please print additional forms as needed.

Wire Transfer*

Instructions

Receiving Bank: SkyNet

Account #2

Name on account: _____
Account Number: _____

Reminder

Please send the balance of this account by: Official Check* Wire Transfer*

Switching made simple...

(if needed)

* Fee(s) may apply

If you have questions, please contact:

Phone #:

Signature:

Date:

Signature:

Date:
