



## Customer Switch Information Form

Customer Name:  Phone #s:

Address:  Home #

Work #

Social Security #:  Cell #

### Current Bank Information

Bank Name	ABA Number	Account Type	Account Number

### Current Direct Payment (Drafts) from my account

Company	Account Number	Date of Draft	Amount of Draft	Change draft to KS Bank Acct #	Date Draft successfully changed

### Current Direct Deposits to my account

Company	Account Number	Date of Deposit	Amount of Deposit	Change Direct Deposit KS Bank Acct #	Date Deposit successfully changed



# Change of Automated Payment/Direct Deposit

Complete, print, and sign one form for each payment you have drafted for your old checking account and for each direct deposit. Mail them to the merchants and other companies who currently make automated payment from or direct deposits to your old checking account. To ensure accuracy, attach a voided check and include the account number the company uses for your account.



## Notice of Change of Automated Payment or Direct Deposit

I authorize you to redirect my automated payment or direct deposit noted below or from my KS Bank checking account, as indicated.

To: \_\_\_\_\_  
*Company Name*

From: \_\_\_\_\_  
*Customer Name*

\_\_\_\_\_  
*Company Mailing Address*

\_\_\_\_\_  
*Customer Mailing Address*

\_\_\_\_\_  
*City, State Zip*

\_\_\_\_\_  
*City, State Zip*

My account number with company: \_\_\_\_\_

Description of payment with company: \_\_\_\_\_

Please redirect my (check one):  Direct Deposit  Automated Payment

....to my new KS Bank account (check one):  Immediately  Beginning \_\_\_\_ / \_\_\_\_ / \_\_\_\_

My new account number is shown on the attached voided check.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attach a VOIDED check from your KS Bank checking account here.



# Account Closing Request



To:

*(Name of bank, credit union, etc.)*

From:

*(Primary Account Holder)*

*(Secondary Account Holder)*

Address:

**Please close the following account(s) with your institution:**

Account #:

Checking  Savings  Money Market  Other \_\_\_\_\_

Account #:

Checking  Savings  Money Market  Other \_\_\_\_\_

Account #:

Checking  Savings  Money Market  Other \_\_\_\_\_

Account #:

Checking  Savings  Money Market  Other \_\_\_\_\_

**Please send any funds remaining in the above accounts to:**

the address listed above  the following address: \_\_\_\_\_  
\_\_\_\_\_

Primary Account Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secondary Account Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Bank ABA Number

The ABA number is also known as a Routing and Transit Number, RTN, or bank number. It was established by the American Bankers Association to identify the accountholder's bank.

The diagram shows a check form with the following fields and highlighted numbers:

- YOUR NAME:** 678 Main Street, Anywhere, MI 12345
- DATE:** \_\_\_\_\_
- PAY TO THE ORDER OF:** \_\_\_\_\_
- Amount:** \$ \_\_\_\_\_ DOLLARS
- Routing Number:** 1:999888777 (highlighted in red)
- Account Number:** 1:00123456789 (highlighted in green)
- Check Number:** 1:123 (highlighted in blue)

To locate your ABA Number, look at the bottom left corner of your checks or deposit slips. If you have a Personal account the first sequence of numbers, usually a nine-digit number is your ABA (American Bankers Association) routing number.