

Capital Community Bank Account Switch Kit

Welcome to **Capital Community Bank (CCBank)**. We've developed the **5-Step CCBank Switch Kit**, a step-by-step checklist with all the forms that you'll need to make the switch from your current bank to Capital Community Bank. This checklist will help simplify your transition while ensuring your complete satisfaction right from the start!



The **5-step Capital Community Bank Account Switch Kit** is the **easy** way to move your accounts.

1. Open your new CCBank account at your local Office.

Return the **Account Switch Form** to any of our four convenient locations and a Customer Service Representative will gladly begin the process for moving your accounts to Capital Community Bank.

2. Stop actively using the account you want to close.

Make sure you leave the account open until all direct deposits, and automatic withdrawals have been successfully switched and have sufficient funds to cover all outstanding checks.

3. Establish or switch your Direct Deposit(s) to your new CCBank Account.

Please complete the **Direct Deposit Checklist** and we will fill out the required forms to move your direct deposits to Capital Community Bank. We will complete the forms that you will need to deliver to transfer your current direct deposits.

4. Transfer your Automatic Payments such as recurring loan payments, internet service providers, health club memberships, etc. from your former bank account to your new CCBank Account.

Please complete the **Automatic Payment Checklist** and we will fill out the required forms to move your Automatic Payments to Capital Community Bank. We will complete the forms that you will need to deliver to transfer your current automatic payments.

5. Close your former bank account.

Once all your checks have cleared and your automatic payments and direct deposits are successfully being deducted or credited from your new Capital Community Bank Account, close your old account. We will provide you with **Request to Close Account** forms when you are ready to close your old accounts.

You're Done! It's that EASY. Your friendly Capital Community Bank Representative can help you each step of the way.

Account Switch Form

What **Accounts / Services** would you like to switch?

- Personal Checking
- Business Checking
- NOW Checking
- Savings Account
- Money Market

- Personal Loan
- Home Equity Line of Credit
- Home Loan
- Business Loan
- Credit Card

- Certificate of Deposit
- ATM / Debit Card
- Retirement Account – IRA
- Online Banking
- Online Bill Payment

All credit and loan products are subject to credit approval

Account Signer Information

Primary Signer Name or Business Name

Street Address

City, State, ZIP

Home Phone Cell Phone Work Phone

Email

SSN# / TIN

Driver's License # Issue Date Exp. Date

Date of Birth Place of Birth

Mother's maiden name

Employer Position

Signature

Additional Signer

Street Address

City, State, ZIP

Home Phone Cell Phone Work Phone

Email

SSN# / TIN

Driver's License # Issue Date Exp. Date

Date of Birth Place of Birth

Mother's maiden name

Employer Position

Signature

Documents and information needed to switch accounts:

Personal

- Valid Form of ID (UT driver's license or state ID)
- Social Security Number
- Trust Information (if applicable)
- Initial Deposit
- Current bank account statement

Business

- Valid Form of ID
- Articles of Incorporation
- Banking Resolution
- Initial Deposit
- IRS Tax Identification Number (TIN) Verification

