



Commercial Bank offers a wide variety of personal and business banking products and services. Use this list to find the right options for you. A Commercial Bank representative can also help with any questions you may have.

## Some products we offer include:

- |   |   |
|---|---|
| <input type="checkbox"/> Online & Mobile Banking        | <input type="checkbox"/> Individual Retirement Accounts (IRA) |
| <input type="checkbox"/> Personal Loans                 | <input type="checkbox"/> Lines of Credit                      |
| <input type="checkbox"/> Health Savings Accounts        | <input type="checkbox"/> Certificates of Deposit (CD)         |
| <input type="checkbox"/> Mortgage and Home Equity Loans | <input type="checkbox"/> Children Savings Accounts            |
| <input type="checkbox"/> Construction Loans             | <input type="checkbox"/> Safe Deposit Boxes                   |

# COMMERCIAL BANK'S 5-STEP SWITCH KIT

The following forms have been created for you to help make the process of switching your account(s) easier.

*\*Important: Make sure to keep this sensitive account information secure and, if printed, consider shredding upon completion. Additionally, exercise caution if transmitting documentation via email as it may not be a secure form of communication.*

# 1

## Open your new Commercial Bank account

Visit any of our convenient locations and a dedicated banking specialist will happily assist you in establishing your new account with us.

# 2

## Get organized

Use our hassle-free switch kit to organize the transactions that will be switched to your new Commercial Bank account.

# 3

## Transfer your direct deposits

Send **Form 1: Direct Deposit Authorization Form** to your employer and other sources so your funds can be automatically deposited to your account. If you have Direct Deposits going elsewhere, you can also use this form to switch them to your new account.

# 4

## Move your automatic payments

Send **Form 2: Automatic Payment Authorization Form** to each of your creditors to switch any automatic payments so they'll come out of your new Commercial Bank account.

# 5

## Say "goodbye" to your old account

Use **Form 3: Account Closing Letter** to notify your previous financial institution to close your account and let them know how to disburse any of your remaining funds. Make sure all of your checks and debits have cleared BEFORE you close your old account.

Please note: Commercial Bank cannot guarantee that these forms will be accepted in every instance. Your previous financial institution and/or your service partners may require you to make any of these requests in person or another method than mail. They may also require more or different information than is contained on the forms provided.

If you have any questions or concerns during this process, please do not hesitate to contact us:

- Call or stop into your local Commercial Bank branch.
- Call us at 1-800-547-8531 to speak with one of our friendly banking specialists.



[www.commercial-bank.com](http://www.commercial-bank.com)

# TRANSACTION CHECKLIST

## GET ORGANIZED

**\*Helpful Tip:** For reference, gather your most recent statement from your old financial institution. You may even want a couple months worth. If applicable, include statements/information for utility payments, loan payments, health club memberships, etc. you have set up with your old account.

**DIRECT DEPOSITS:** List all direct deposits to your account(s).

Deposit Type	Company/Institution Name	Account Number	Amount	Date
Employer Payroll				
Social Security				
Pension/Retirement				
Investment/Brokerage				

**AUTOMATIC PAYMENTS/TRANSFERS:** List all withdrawals from your account(s).

Withdrawal Type	Company/Institution Name	Account Number	Amount	Date
Home/Auto Insurance				
Life Insurance				
Gas/Electric				
Phone				
Water				
TV/Internet				
Mortgage				
Credit Card				

### Former Account Activity Tracking

You will want to keep track of the activity on your old account. Make sure that all checks, deposits, automatic payments, debit card transactions and ATM withdrawals have cleared before closing the account.





## FORM 1: Transferring direct deposits

To transfer your direct deposit, send **Form 1: Direct Deposit Authorization Form** to your employer and any other sources so your funds can be automatically deposited to your Commercial Bank account. Please contact your employer's payroll department if you have questions about their process.

For Social Security deposits, a Commercial Bank representative can assist you with calling the Social Security Administration at (800) 333-1795 or signing up online at [ssa.gov/deposit](https://ssa.gov/deposit).

*\*Tip: Be sure to include a voided Commercial Bank check with this form. One of the starter checks you received when you opened your account will be fine. Please feel free to make as many copies of these forms as you need.*



# FORM 1: DIRECT DEPOSITS

## DIRECT DEPOSIT AUTHORIZATION FORM

**Attention:** (Enter the company you want deposits directed *from* here)

NAME		
ADDRESS		
CITY	STATE	ZIP CODE

**From:** (Enter your personal information here)

CUSTOMER NAME		
CUSTOMER ADDRESS		
CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER (IF REQUIRED)		PHONE NUMBER

*\*Note: For Social Security Deposits, a Commercial Bank representative can assist you with calling the Social Security Administration at (800) 333-1795 or signing up online at [ssa.gov/deposit](http://ssa.gov/deposit).*

### To Whom It May Concern,

I have recently switched financial institutions. Please stop making deposits into my old account and begin making them to my new Commercial Bank account indicated below.

**New Account Information:** (Enter your Commercial Bank information here)

COMMERCIAL BANK ROUTING NUMBER	072403554	
ACCOUNT NUMBER	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
ACCOUNT NUMBER	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
SIGNATURE	DATE	

DEPOSIT:  Total Amount  \$ into CHECKING account listed above  
DEPOSIT:  Total Amount  \$ into SAVINGS account listed above

*\*Tip: Be sure to include a voided Commercial Bank check with this form. One of the starter checks you received when you opened your account will be fine.*





## FORM 2: Transferring your automatic payments

Use **Form 2: Automatic Payment Authorization Form** to request the transfer of your automatic payment(s) to your Commercial Bank account, or to establish a new automatic payment from your new Commercial Bank account. Please allow sufficient time for your first payments to be activated.

*\*Tip: Be sure to include a voided Commercial Bank check with this form. One of the starter checks you received when you opened your account will be fine. Please feel free to make as many copies of these forms as you need.*

# FORM 2: AUTOMATIC PAYMENTS

## AUTOMATIC PAYMENT AUTHORIZATION FORM

**Attention:** (Enter the company you want payments directed to here)

NAME		
ADDRESS		
CITY	STATE	ZIP CODE

**From:** (Enter your personal information here)

CUSTOMER NAME		ACCOUNT NUMBER
CUSTOMER ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER		

### To Whom It May Concern,

I have recently switched financial institutions. Please redirect my automatic payments from my old account and begin withdrawing from my new Commercial Bank account indicated below.

EFFECTIVE:  Immediately  Beginning \_\_\_ / \_\_\_ / \_\_\_  
PAY:  Total Amount  \$

**New Account Information:** (Enter your Commercial Bank information here)

COMMERCIAL BANK ROUTING NUMBER	072403554	
ACCOUNT NUMBER	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
SIGNATURE	DATE	

*\*Tip: Be sure to include a voided Commercial Bank check with this form. One of the starter checks you received when you opened your account will be fine.*





## FORM 3: Closing old accounts

It's time to say goodbye to your old accounts! Use **Form 3: Account Closing Letter** to request your previous financial institution close your account(s) and give directions on how to disburse any of your remaining funds. Prior to closing those accounts, ask them if there are any fees associated with closing them. Make sure all of your checks and debits have cleared BEFORE you close your old account.



# FORM 3: ACCOUNT CLOSING

## ACCOUNT CLOSING LETTER

**Attention:** (Enter your old financial institution's information here)

NAME		
ADDRESS		
CITY	STATE	ZIP CODE

### To Whom It May Concern,

Please accept this letter as authorization and close my account(s) listed below with your institution. Please issue a cashier's check in my name for the remaining balance(s) along with all accrued interest (if applicable).

Account Type	Account Number	Account Owner Name(s)

**Please send all closing balances to:** (Enter your personal information here)

NAME		
ADDRESS		
CITY	STATE	ZIP CODE
PHONE NUMBER		

PRIMARY ACCOUNT OWNER SIGNATURE	DATE
SECONDARY ACCOUNT OWNER SIGNATURE	DATE



*Thank you for choosing Commercial Bank!  
We look forward to serving you.*



# COMMERCIAL BANK

*Small town values make better banking*

*Full-Service Locations*

*Alma • Greenville • Hastings • Ithaca  
Mason • Middleton • Okemos • St. Louis*

*Loan Production Offices*

*Grand Rapids • Mt. Pleasant*

