



# Tri-County Bank

*Hometown Banking with Your Hometown Friends!*

## SWITCH KIT - INSTRUCTIONS

Thank you! We would love to be your bank! Switching over to Tri-County Bank is made simple by completing the following forms.

Simply complete, print and bring into any one of our locations. A customer representative will be happy to assist you with products that fit all of your financial needs.

1. Stop using your old bank account. You will need to leave sufficient funds in the account to cover all outstanding checks and automatic payments that have not cleared. You will also need to destroy any unused checks, deposit tickets, ATM and debit cards. Or you can bring them in with you and our customer service representative will shred them for you at no charge.
2. Switch your Direct Deposits. Complete the “SWITCH KIT - Change in Direct Deposit” form and give to your employer, retirement plan, etc. Attach a deposit ticket or voided check, after opening your account at Tri-County Bank. For Social Security direct deposit changes call 1-800-772-1213 or go to [www.ssa.gov](http://www.ssa.gov). If you have direct deposit through the military, visit [myPay](#).
3. Change in Automatic Payments. Complete the “SWITCH KIT - Change in Automatic Payments” form to change all automatic withdrawals or automated payment services. If you have more than one automatic payment, please print a new form for each of them.
4. Closing your old account. Send the “SWITCH KIT - Authorization to Close Account” form to your previous financial institution to close your accounts. After all of your checks have cleared they will send you a check for the remaining balance.

*If you have any questions please stop into any of our locations or contact us at 800-346-0800.*

Welcome to Tri-County Bank.

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## SWITCH KIT - New Account Information

### *INDIVIDUAL ACCOUNT*

### *JOINT ACCOUNT*

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ City \_\_\_\_\_

State, Zip \_\_\_\_\_ State, Zip \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

### *PRIMARY ACCOUNT HOLDER INFORMATION*

### *JOINT ACCOUNT HOLDER INFORMATION*

Social Security # \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver's Lic. # \_\_\_\_\_ Driver's Lic. # \_\_\_\_\_

State \_\_\_\_\_ Exp. Date \_\_\_\_\_ State \_\_\_\_\_ Exp. Date \_\_\_\_\_

\*Federal Regulation requires Tri-County Bank to require identity verification. You will be required to show your photo identification/driver's license at the time of account opening.

Date of Birth \_\_\_\_\_ Date of Birth \_\_\_\_\_

Employer \_\_\_\_\_ Employer \_\_\_\_\_

Mother's Maiden Name \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_

The information I have provided is correct to the best of my knowledge. I authorize Tri-County Bank to check credit and/or employment history should it deem necessary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Tri-County Bank

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## SWITCH KIT - Change in Direct Deposit

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

You are currently depositing \_\_\_\_\_  
Deposit type - paycheck, social security, military, etc.

Into the following account: \_\_\_\_\_

Bank Name \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

I authorize you to redirect this automatic deposit into my new account  
effective \_\_\_\_\_  
Date

**NEW BANK**

**Tri-County Bank**

**Routing Number** 072404977 **Account Number** \_\_\_\_\_

If you have any questions, please contact me at the following phone number:

\_\_\_\_\_

Sincerely,

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Print as many forms as needed for each direct deposit that you have.  
Please attach a deposit ticket or voided check from your **new** Tri-County Bank account.



Member FDIC

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## SWITCH KIT - Change in Automatic Payments

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Withdrawal Amount \$ \_\_\_\_\_ From Account # \_\_\_\_\_

For \_\_\_\_\_ on the \_\_\_\_\_ day of each month.

(Reason)

Bank Name \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

I authorize you to:

Stop making withdrawals from the above account on: \_\_\_\_\_  
Date

Start making withdrawals from my new account on: \_\_\_\_\_  
Date

**Tri-County Bank**    **Routing # 072404977**    **Account #** \_\_\_\_\_

If you have any questions please contact me at the following phone number:

\_\_\_\_\_

Sincerely,

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please print as many forms as needed. Please attach a copy of a deposit ticket or voided check from your *new* account with Tri-County Bank.



Member FDIC

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## SWITCH KIT - Authorization to Close Account Form

To: \_\_\_\_\_ Date \_\_\_\_\_

Name of financial institution

Street Address

City, State, Zip

Please accept this letter as authorization to close the account(s) indicated below.

Please send me a check for the remaining balance. OR

Please send Tri-County Bank (072404977) a check for the remaining balance and credit my account number: \_\_\_\_\_

Tri-County Bank, PO Box 100, Brown City MI 48416

Please close my:

\_\_\_\_\_  
Checking Account Number

\_\_\_\_\_  
Savings Account Number

\_\_\_\_\_  
Other

If you have any questions regarding this request please call me at the following number.

Sincerely,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Phone Number