



SIMPLE SWITCH CHECKLIST

At Citizens Bank we work for our clients so switching your existing direct deposit or automatic payment accounts to Citizens Bank is as easy as 1, 2, 3!

What We Need from You

- Provide existing account information in the "Client information" section
- Bring the form back to us and sign authorization letters
- Wait for a bank representative to contact you when all activity has been switched to your new Citizens Bank accounts

How We Switch Your Accounts

- We prepare and mail the letters to notify your current providers of the switch
- We watch the new account for activity
- We are the main contact should there be any questions

Client Checklist

Direct Deposit checklist

Consider all your income sources that may be eligible for direct deposits:

- Company or Employer Payroll
- Pension/Retirement Plan
- Bonds
- T-Bill Interest

Automatic Payment Checklist

Consider all payments that could be made automatically:

- Mortgage
- Auto Loan or Lease
- Gas
- Phone, or Cellular Phone
- Safe Deposit Box Rental
- Home Equity
- Insurance
- Electric
- Internet Service Provider

Client Profile of Services

What other services can Citizens Bank provide? Please check all that apply.

- Auto loan
- Home equity line of credit
- Check card
- Certificate of deposit
- Savings account
- Safe deposit box
- Home equity loan
- Credit card
- Overdraft reserve account
- Money market investment account
- Checking account
- Online banking and bill payment

Please provide:

Name _____

What are your financial goals _____

Where else do you go for financial services (optional)

For bank use:

Banker name/phone _____

Location # _____

Phone _____

Follow up or referral _____



Client Information

New Client Information

New Account # _____

Client Name 1 _____

Social Security # _____

Client Name 2 _____

Social Security # _____

Automatic Payments to be switched

CREDITOR 1

Name _____

Street Address _____

City, State ZIP _____

Account Number _____

Letter signed by Client 1 Client 2

Next Payment Date: _____ Amount _____

CREDITOR 2

Name _____

Street Address _____

City, State ZIP _____

Account Number _____

Letter signed by Client 1 Client 2

Next Payment Date: _____ Amount _____

CREDITOR 3

Name _____

Street Address _____

City, State ZIP _____

Account Number _____

Letter signed by Client 1 Client 2

Next Payment Date: _____ Amount _____

CREDITOR 4

Name _____

Street Address _____

City, State ZIP _____

Account Number _____

Letter signed by Client 1 Client 2

Next Payment Date: _____ Amount _____

Existing Bank Account Information

Bank Name _____

Street Address _____

City, State ZIP _____

ABA Routing Number _____

Account Number _____

Automatic Deposits to be switched

DEPOSITOR 1

Originator of Deposit _____

Street Address _____

City, State ZIP _____

Letter signed by Client 1 Client 2

Next Deposit Date: _____ Amount _____

DEPOSITOR 2

Originator of Deposit _____

Street Address _____

City, State ZIP _____

Letter signed by Client 1 Client 2

Next Deposit Date: _____ Amount _____

DEPOSITOR 3

Originator of Deposit _____

Street Address _____

City, State ZIP _____

Letter signed by Client 1 Client 2

Next Deposit Date: _____ Amount _____

DEPOSITOR 4

Originator of Deposit _____

Street Address _____

City, State ZIP _____

Letter signed by Client 1 Client 2

Next Deposit Date: _____ Amount _____