

# Let us help you switch to Peoples Bank.

## We'll do most of the work!

You provide us with some basic information and we'll take care of the rest.



## What you'll find in this kit:

**This Switch Kit will provide all of the forms you need to make the switch to Peoples Bank. We know you'll be glad you did!**

- New account conversion checklist
- Automatic transactions checklist
- Peoples Bank account application
- Account-closing notice for your former account
- Authorization for direct deposit forms
- Authorization for automatic withdrawal form
- Authorization for automatic payment



**PeoplesBank**

[PeoplesBankNC.com](https://www.PeoplesBankNC.com)

# Helpful Checklists

All we need from you is (1) your current account information, (2) your application for a Peoples Bank Checking Account, and (3) a picture identification (driver's license or passport). Use the forms provided to notify us of any direct deposit or automatic payments. Drop off the information to any Peoples Bank customer service representative.

## NEW ACCOUNT CONVERSION CHECKLIST

Once you've opened your Peoples Bank account, there are a few things that need to be done to make the transition complete:

- Stop using your old account, and let all outstanding checks clear. (Be sure to leave enough funds to cover any automatic payments that may yet need to be withdrawn.)
- Turn in your unused checks and deposit slips to us and we'll destroy them for you.
- Use these forms to change any direct deposits, automatic withdrawals and/or automatic payments linked to your account or debit card. See the automatic transactions checklist at right for some common examples of these types of transactions.
- Use your free Peoples Bank Online Banking and Internet BillPay to set up automatic payments.
- Using the written notices that appear on page 3 of this kit, we'll work with you to close your current banking accounts. We'll take care of notifying the former banks. All you have to do is provide us with your authorization and your account information.

## IMPORTANT INFORMATION

Some companies require the use of their own forms to initiate the switch. In order to help facilitate this change from your previous account to your new Peoples Bank account, we may ask you to provide a previous bank statement and any forms supplied to you by your employer or other party who originates a deposit or charge to your account.

## ANTI-TERRORISM REGULATIONS

To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. When you open an account, we will ask you for your name, address, date of birth, and other information that allows us to identify you. We will also ask to see your driver's license or other photo identification documents.

## AUTOMATIC TRANSACTIONS CHECKLIST

Use this checklist to identify the companies you may need to notify about changing automatic transactions linked to your checking account or debit card.

- Direct Deposit
  - Your employer's human resources department
  - The company handling your retirement or pension payments
  - Social Security Administration
- Anyone who makes automatic withdrawals from your account
  - Mortgage Company
  - Homeowner's Insurance
  - Auto Insurance
  - Life Insurance
  - Other
- Anyone who makes automatic charges to your debit card
  - Utility Companies
  - Telephone Companies
  - Cable Company
  - Other

**For your security, please bring your completed Switch Kit information forms to any Peoples Bank location and give them to a customer service representative during office hours.**

## Have Questions?

Contact a service representative by calling 828.466.1765 (toll free 877.802.1212) or email us at [onlineservices@peoplesbanknc.com](mailto:onlineservices@peoplesbanknc.com), Monday–Friday, 8 am to 7pm.

# Personal Account Information

Individual Account    Joint Account

## PRIMARY ACCOUNT HOLDER INFORMATION

Name		
Physical Address	PO Box	
City	State	Zip Code
Home Phone	Work Phone	
Email Address		
Taxpayer ID	Social Security Number	
Type of ID	Issued By	Issue Date
Current Driver's License Number	Expiration Date	State
Date of Birth		
Security Word	Security Hint	
Employer	Position	
Signature		

## JOINT ACCOUNT HOLDER INFORMATION

Name		
Physical Address (if different)	PO Box	
City	State	Zip Code
Home Phone	Work Phone	
Email Address		
Taxpayer ID	Social Security Number	
Type of ID	Issued By	Issue Date
Current Driver's License Number	Expiration Date	State
Date of Birth		
Security Word	Security Hint	
Employer	Position	
Signature		

Please note: We will prepare a formal signature card and account disclosures for a permanent record.  
You will need to provide a valid drivers license or state ID prior to signing account documents.

# Closure Notices

## CHECKING ACCOUNT CLOSURE NOTICE

Name \_\_\_\_\_

Social Security Number \_\_\_\_\_

Joint Owner (if applicable) \_\_\_\_\_

Social Security Number \_\_\_\_\_

## Previous Financial Institution

Name of Institution \_\_\_\_\_

Street \_\_\_\_\_

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

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

Please mail balance to Peoples Bank  
P.O. Box 467  
Newton, NC 28658

I hereby authorize the closure of my checking account. All my checks have cleared the account to be closed and all direct deposits and automatic payments have been stopped.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Joint Owner Signature (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

## CHANGE NOTICE (please check one)

Direct Deposit     Automatic Payment/Withdrawal

Name \_\_\_\_\_

Social Security Number or  
Policy Number \_\_\_\_\_

Name of Employer,  
Agent or Company \_\_\_\_\_

Street \_\_\_\_\_

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

## Previous Financial Institution

Name of Institution \_\_\_\_\_

Street \_\_\_\_\_

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

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

## New Financial Institution

Peoples Bank  
P.O. Box 467  
Newton, NC 28658

I hereby authorize my direct deposit to be sent to my NEW Checking Account. I have attached a voided check for reference.

Effective (day/month/year) \_\_\_\_\_

Name \_\_\_\_\_

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

I hereby authorize you to re-direct future automated payment withdrawals to my NEW Checking Account.

Effective (day/month/year) \_\_\_\_\_

Name \_\_\_\_\_

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

Bank Routing Number \_\_\_\_\_