



Bank of the Panhandle Switch Kit Tips/Worksheet

First things first! Thanks for thinking of us for your new account. Here are tips and forms to make your switch as painless as possible. We're happy to help you through this process or let you handle it on your own – just tell us what you prefer.

- 1. Open Bank of the Panhandle Account.**
- 2. Stop using your old checking account.**
- 3. Payroll!** Depending on where you work, it can take a few week to get your payroll changed, which is why we suggest you start here. Use the **Direct Deposit Authorization** form enclosed in this packet and give it to your human resources department.

Social Security: Contact Social Security Administration at 1-800-772-1213 or go to the Social Security Administration Website. Need help? Just let us know. Can take up to 45 days.

Veterans: Contact Department of Veteran Affairs at 1-877-838-2778 or complete a direct deposit enrollment form. Need help? Just let us know.

- 4. Request for Recurring Funds Transfer and ACH Changes** – If you have any transfers from one account to another, or you have provided account and routing number for automatic payments, make sure to update them.
- 5. Transfer Online Bill Payees/Payments** to Bank of the Panhandle's Bill Pay. Let us know when you're ready to do this, and we'll be happy to help!
- 6. Request to close your current account.** We've got a **Close Account Form** for this, and we will be happy to send it over for you.

7. Move any other payments or accounts on automatic payments:

- | | |
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| <input type="checkbox"/> Mortgage/Escrow | <input type="checkbox"/> Phone/Cell Phone/Internet/Cable |
| <input type="checkbox"/> Property Taxes | <input type="checkbox"/> Utilities: Electric, Gas, Water |
| <input type="checkbox"/> Car Tag Renewals | <input type="checkbox"/> Loans (Car, Student, Etc.) |
| <input type="checkbox"/> Federal or State Tax Payments (or refunds!) | <input type="checkbox"/> Credit Cards |
| <input type="checkbox"/> PayPal, iTunes, eBay, Amazon, XM | <input type="checkbox"/> Insurance (Car, Health, Home, Life) |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Auto Club (AAA) |
| <input type="checkbox"/> Gym and Health Club Dues | <input type="checkbox"/> Flexible Spending Account Deposits |
| | <input type="checkbox"/> Safe deposit box rental |

- 8. Destroy Old Documents** (we will shred these for you if you bring them in):
 - Checks
 - ATM Cards
 - Debit Cards
 - Deposit Slips

Questions? Give us a call at 580-338-2593, and any of our personal bankers will be happy to help.