

Welcome to

*The Bank of*  
**TIOGA**



Switch Kit

# Switch Checklist

Use this checklist to identify all payments connected to your account.

## Automatic Deposits

- Payroll
- Transfers from other bank accounts
- Social Security
- \_\_\_\_\_ (Other)
- \_\_\_\_\_ (Other)

## Other Payments

- Loan Payments
- Mortgage
- Transfers to other bank accounts
- Insurance (Life, Health, etc.)
- Car Payment
- \_\_\_\_\_ (Other)

## Utility Automatic Payments

- Gas
- Electric
- Water/ Sewer
- Home Phone Service
- Cellular Phone Service
- Internet Service
- Cable or Satellite TV
- Garbage
- \_\_\_\_\_ (Other)
- \_\_\_\_\_ (Other)

# Switch Kit Helpful Hints

- *Check with your bank to make sure no additional forms or information are required.*
- *Ask about early withdrawal penalties before you close your old accounts. For Certificates of Deposit (CD's) double check maturity dates.*
- *Ensure all outstanding checks have cleared your old account.*
- *Ensure all electronic credit and debit payments have been transferred to your new account or stopped.*
- *Make sure to transfer or write a check for the remaining balance in your old account to deposit into your new account.*
- *Make sure your old account gets closed after all deposits/withdrawals have been switched to your new account.*

**Thank you for choosing The Bank of Tioga. We appreciate your business and are happy to serve you.**

For more information please contact:

*The Bank of*  
**TIOGA**

(701) 664-3388  
or  
thebankoftioga.com

MEMBER FDIC

# Direct Deposit Change Authorization

Complete this form, print, and send to all companies or locations who are depositing funds into your previous account.

## Direct Deposit Information

Name			
Joint Owner Name (if applicable)			
Street Address	City	State	Zip
Home Phone			

## Please discontinue sending my automatic deposit to:

Financial Institution Name

## Please begin sending this deposit to:

The Bank of Tioga 7 N Main Street PO Box 429 Tioga, ND 58852 (701) 664-3388	Routing # 091310990
	Account #

## Please Check the Correct Box

- Deposit Entire Amount to my Checking Account
- Deposit the Following Amount to my Checking Account

\$

I authorize the deposit of my funds to a The Bank of Tioga account and this authorization will remain in effect until I send written notice of change or cancellation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Automatic Payment Change Authorization

Complete this form and submit it to any company or organization that is automatically withdrawing payments from your existing account (insurance, utilities, mortgage). This process can sometimes take up to two weeks to process. Feel free to make as many copies of this form as needed. This is where your switch checklist will come in handy!

## Payment Change Information

Name			
Street Address	City	State	Zip
Home Phone			
Payment Description/Account Number			

## I currently have my payment automatically withdrawn from:

Financial Institution Name

## Please begin automatically deducting my payment from:

The Bank of Tioga 7 N Main Street PO Box 429 Tioga, ND 58852 (701) 664-3388	Routing #  091310990
	Account #

### Account Type

- Checking  
 Savings  
 \_\_\_\_\_ (Other)

I authorize you to redirect future automated payment withdrawals to The Bank of Tioga.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Authorization to Close My Account

To close out your account(s) at your current bank, please complete an Authorization to Close form, making copies of the form as necessary. Mail or take the completed form(s) to your current bank. Be sure to move any remaining account balance(s) to your new The Bank of Tioga account.

## Account to Close:

Current Financial Institution Name			
Account #	Account Type	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings <input type="checkbox"/> Other
Name on Account			
Joint Owner Name (if applicable)			
Street Address	City	State	Zip

## Please close the following additional account:

Checking Account #
Saving Account #
Other Account #

Please send a check to me/us for the remaining balance in the above described account(s) to the address on file.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Joint Owner Signature \_\_\_\_\_ Date \_\_\_\_\_