

Five EASY Steps to Switch to Peoples Bank & Trust Company

It's easy to switch your accounts to Peoples Bank & Trust Company because we'll help. We'll provide the forms and a check list of simple things to do to close your old account(s), move your direct deposits and transfer automatic payments.

1

Open your Peoples Bank & Trust account(s).

Visit any Peoples Bank & Trust Company office to open your account. Questions or need help? Just call us at the location nearest you and ask for new accounts.

2

Stop using your old account.

We'll be happy to safely destroy your old ATM and debit cards and blank checks.

3

Move your direct deposits.

To move direct deposits, download and complete this direct deposit form, include a voided deposit slip or check from your new Peoples Bank & Trust account and mail or deliver to the sources from which you receive direct deposits. To move direct deposits from the government, simply mail the form to the appropriate government agency. Or, for Social Security deposits, contact your local branch.

4

Move your automatic payments.

To switch automatic payments to your new accounts, download and send the completed automatic payment form to each business.

5

Close your old account.

Finally, it's time to close your old account(s). To do this, you don't even need to go to your old bank. Just download and send this completed closing form to your old bank and say goodbye. If there is an outstanding balance, they will mail you a check.

What information will I need?

- Your new Peoples Bank & Trust Company account number.
- Your Peoples Bank & Trust Company routing number: 103103516
- Account numbers and mailing addresses for each company involving an automatic withdrawal. These are usually found on statements from the companies involved.
- Your old bank name, address, and account number.

What else should I know?

- Remember, you need to deposit enough money in your new account to cover all automatic transactions coming due. However, be sure to keep your old account open for a while to allow all outstanding transactions to clear your account. It could take up to two months for some companies to change the automatic transactions.
- Watch your new account to see when each of the automatic transactions appear. Most customers use Online Banking to easily check their account to verify activity.
- You can start new automatic transactions, too. Whether you're moving accounts or simply adding automatic transactions to existing accounts, you may use these same forms.

First-Five Steps to complete:

- Authorization to Change Direct Deposit
- Authorization to Change Automatic Payment
- Please close my account

Still have questions? We can help.

Email Us. Or, stop by or call your neighborhood branch.

Direct Deposit Change Request

Employer/Company Information

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: (_____) _____

Employee ID/Account Number: _____

Personal Information

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: (_____) _____

Social Security Number (if necessary): _____

New Bank Account Information

Bank Name: Peoples Bank & Trust Company

Account Type: Checking Savings

Routing Number: 103103516

Account Number: _____

I authorize the above named employer/company to direct deposit into my new bank account. I have included a voided check for your records.

Customer Signature: _____ Date: _____

Automatic Payment Change Request

Company Information

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: (_____) _____

Account Number: _____

Personal Information

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: (_____) _____

Other: _____

New Bank Account Information

Bank Name: Peoples Bank & Trust Company

Account Type: Checking Savings

Routing Number: 103103516

Account Number: _____

I authorize the above named company automatically debit my new bank account. I have included a voided check for your records.

Customer Signature: _____ Date: _____

Bank Account Closing Request

Bank Information

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: (_____) _____

Account Type: Checking Savings

Account Number: _____

Name(s) on Account: _____

Personal Information

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: (_____) _____

Other: _____

I have recently changed banks. Please close my account and send any remaining balance to the address on my account.

Customer Signature: _____ Date: _____

Customer Signature: _____ Date: _____