

Be the Switch.

Tools to Make Switching Banks
Worry-Free for Businesses.



Andrew Johnson Bank
Helping Friends is Our Business.
Member FDIC | NMLS #489126

You've made the leap and switched banks. Now what? Andrew Johnson Bank takes the hassle out of moving your checking account with our easy Switch Kit.

Stop using your old account and close it.

As soon as you open your new Andrew Johnson Bank account, stop actively using your old account. Allow enough time for all outstanding checks, debit card purchases, and automatic payments to clear from your old account. Once you are certain all outstanding activity has posted to your old account, and all automatic transactions are set up to come out of your new Andrew Johnson Bank account, you can close your old account. Your Customer Service Representative (CSR) will assist you in completing the Authorization letter to request your old bank to close the account, withdraw any remaining funds, and deposit those into your new account.

Supply us with a voided check.

Bring us a voided check and a contact name at your office. We will review your check and make sure you receive a comparable check style for your new Andrew Johnson Bank business account.

Transfer automatic payments and direct deposits to your Andrew Johnson Bank account.

Your CSR can assist you in completing the Authorization letters in this Switch Kit to inform those who will transfer your direct deposits and automatic payments to your new Andrew Johnson Bank account.

Send your Payroll Processor our Change Letter

Complete this letter if you currently have someone completing payroll processing services. Before sending them the form, check to ensure no other forms are needed. Leave your old account open until you ensure the payroll deduction has switched to your new account.

Automatic Payments/Drafts Change Letter

Complete this letter if you currently have a payment, withdrawal, draft, or debit that is directly deducted from your checking and/or savings account(s). This may include payments from:

- Utilities (gas, electric, phone, water, cable, trash, pest control, etc.)
- Loan or Lease Payments
- Insurance
- Internet and/or Cellular Service
- Professional Memberships
- Credit Cards
- Merchant Services (credits and debits)
- Tax payments

Authorization for Payroll Processor



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Company Name: _____

Address: _____

To whom it may concern,

This letter serves as the authorization to change the account information for payroll processing. I have switched accounts to Andrew Johnson Bank and the current account number on file is no longer valid.

Effective immediately, the new account information for direct deposit is as follows:

Andrew Johnson Bank

P. O. Box 907

Greeneville, TN 37744

(423) 636-3510

Routing Number: 064202860 Account Number: _____

If you have any questions regarding this request, or if this letter is NOT sufficient authorization to make this change, please call me at the number listed below. Thank you for your assistance with this matter.

Sincerely,

Signature

Date: _____

Name

Street Address or PO Box

City, State and Zip Code

Phone Number

Direct Deposit Change Request



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Company Name: _____

Address: _____

To whom it may concern,

This letter serves as the authorization to change the account information for automatic deposits. I have switched accounts to Andrew Johnson Bank and the current account number on file is no longer valid.

Effective immediately, the new account information for direct deposit is as follows:

Andrew Johnson Bank

P. O. Box 907

Greeneville, TN 37744

(423) 636-3510

Routing Number: 064202860

Account Number: _____

Checking

Savings

If you have any questions regarding this request, or if this letter is NOT sufficient authorization to make this change, please call me at the number listed below. Thank you for your assistance with this matter.

Sincerely,

Signature

Date: _____

Name

Street Address or PO Box

City, State and Zip Code

Phone Number

Authorization to Change Automatic Draft



Bank Name: _____

Address: _____

Account Number: _____

To whom it may concern,

This letter serves as the authorization to change the account information for automatic payments. I have switched accounts to Andrew Johnson Bank and the current account number on file is no longer valid.

Effective immediately, the new account information for automatic payments is as follows:

Andrew Johnson Bank

P. O. Box 907

Greeneville, TN 37744

(423) 636-3510

Routing Number: 064202860 Account Number: _____

Checking

Savings

If you have any questions regarding this request, please call me at the number listed below. Thank you for your assistance with this matter.

Sincerely,

Signature

Date: _____

Name

Phone Number: _____

Street Address or PO Box

City, State and Zip Code

Authorization to Close Deposit Accounts



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Bank Name: _____

Address: _____

To whom it may concern,
Please close the following account(s) and send a check for the remaining balance(s) to the address below:

Checking Account Number: _____

Savings Account Number: _____

If you have any questions regarding this request, please call me at the number listed below. Thank you for your assistance with this matter.

Sincerely,

Signature

Date: _____

Name

Phone Number: _____

Street Address or PO Box

City, State and Zip Code