

## SWITCH CHECKLIST

WE MAKE IT EASY TO SWITCH TO EXCHANGE BANK. JUST FOLLOW OUR SIMPLE CHECKLIST,  
AND YOUR MOVE WILL GO AS SMOOTHLY AS POSSIBLE!

- Open your new account(s) with Exchange Bank.
- Fill out the enclosed Direct Deposit and Automatic Payment forms.
- Make sure all of your checks have cleared and your automatic payments and deposits have been switched before closing your other account(s).
- Close your account by notifying your old bank with the enclosed Close Account Request form.
- Destroy all unused checks, deposit slips, ATM and debit cards. Keep your new Exchange Bank routing and account numbers handy for direct deposit and automatic withdrawal requests.

