

C&F BANK helps make it easy for you to switch your financial accounts and services.

**Open your C&F Bank Checking Account**

C&F Bank offers several checking solutions tailored to fit your needs:

- Performance Gold Checking
- Performance Checking
- Value Checking
- Student Value Checking
- Smart Start Checking

**Transfer Your Payments, Clear Out Your Old Account**

- Notify your utility companies, merchants, employer, etc of a change to your account number. You can use this Switch Kit form, your company's required form, or – in many cases, you can make the change online through your company's website.
- Be sure all checks have cleared on your old account.
- Be sure all automatic debits have cleared.

**Close Your Old Account**

Using our Switch Kit, notify your old financial institution you wish to close your checking account. (Some financial institutions require you use their forms)


**Automatic Payment Change Request** *(complete this form and send to any company who automatically debits your checking account)*

Effective \_\_\_\_\_ (date), I hereby authorize \_\_\_\_\_ (Debiting Company) to change the checking account from which automatic payments are debited. Please change to the following Citizens and Farmers Bank (C&F Bank) account:

Routing Number: 051404901

Account Number: \_\_\_\_\_

Account Type: \_\_\_\_\_



\_\_\_\_\_  
(Signature and Phone Number)

**Requestor's information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Last 4 digits of Social Security # \_\_\_\_\_

\_\_\_\_\_  
(Date)


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Account Type: \_\_\_\_\_



\_\_\_\_\_  
(Signature and Phone Number)

**Requestor's information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Last 4 digits of Social Security # \_\_\_\_\_

\_\_\_\_\_  
(Date)

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**Direct Deposit Authorization** *(complete this form and send to your employer)*

|   |  |
|---|--|
| <p>Effective _____ (date), I hereby authorize _____ (Employer Name) to change the checking account to which automatic deposits are made. Please deposit to the following Citizens and Farmers Bank (C&amp;F Bank) account:</p> <p>Routing Number: 051404901</p> <p>Account Number: _____</p> <p>Account Type: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Signature)</p> | <p><b>Requestor's information:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>City, ST, Zip: _____</p> <p>Employee Number: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Date)</p> |
|---|--|

**Request to Close Account** *(complete this form and submit to your previous financial institution)*

|  |   |
|--|---|
| <p>Effective _____ (date), I hereby request _____ (Financial institution) to close the following account number(s):</p> <p>Account Number: _____ Type: _____</p> <p>Account Number: _____ Type: _____</p> <p>Account Number: _____ Type: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Signature)</p> | <p>Please send a check for the balance to the address below:</p> <p>Customer Name: _____</p> <p>Address: _____</p> <p>City, ST, Zip: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">(Date)</p> |
|--|---|

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**Checklist**

|   |   |   |
|---|---|---|
| <p><input checked="" type="checkbox"/> List your new New C&amp;F Bank Account Number below:</p>   | <p><input checked="" type="checkbox"/> Notify the following of my new checking account from which to withdraw automatic transactions and/or make deposits:</p>  | <p><input checked="" type="checkbox"/> Close old Account(s)</p>   |
| <p><input type="checkbox"/> Account Number: _____</p> <p>Your new Routing number is 051404901</p> | <p style="text-align: right;"><b>Last transaction date:</b> _____</p> <p><input type="checkbox"/> Employer _____</p> <hr/> <p><b>Utilities</b><br/>(Electric, water, phone, cable, etc)<br/><b>Last transaction date:</b></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <hr/> <p><b>Merchants</b> (credit cards, insurance, clubs, etc)</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <hr/> <p><b>Other</b></p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> | <p><input type="checkbox"/> Checking</p> <p><input type="checkbox"/> Savings/IRA</p> <p><input type="checkbox"/> Other: _____</p> |