



SWITCH KIT

WITH VALLIANCE, CHANGE DOESN'T HAVE TO BE HARD

Let us help you get started on making the switch to Valliance Bank!

Once your Valliance Bank account is open, use the tools below to make sure all your direct deposits and automatic withdrawals make the switch.

- 1.** Give your employer or any company issuing direct deposits to your account the new information.
- 2.** Use your last bank statement to determine which items have been set up as automatic withdrawal from either directly debiting your account or debit card. Complete the Automatic Withdrawal form below for items debited from your account. For items using your debit card number, login or call that company with your new Valliance Bank debit card information.
- 3.** Once ready, complete the Closed Account Form below to close your old account. All remaining funds will be transferred to your new Valliance Bank account.

Recurring items directly debited your account could be:

- Mortgage Payment
- Electric Bill
- Gas Bill
- Home Internet & Cable Bill
- Cell Phone Bill
- Car Payment
- Credit Card Payment
- Gym Membership

Recurring items from your debit card:

- Utility Services
- Amazon
- Netflix, Hulu, iTunes, etc.
- Magazine subscriptions
- Gaming Sites
- Online Shopping Sites



SWITCH KIT

WITH VALLIANCE, CHANGE DOESN'T HAVE TO BE HARD

NOTIFICATION OF DIRECT DEPOSIT AUTHORIZATION CHANGE

This form will serve as written notification of my intent to switch my direct deposit information. Upon receipt, please update all direct deposit related information to reflect the **Valliance Bank** account information listed below. This authorization shall remain in place until I have submitted a new authorization, or until this authorization is changed or revoked by me in writing.

Company/Employer:

Address:

City, State, Zip:

Company Contact/Phone Number:

Employee ID *if required*:

Valliance Bank account type:

Valliance Bank account number:

Valliance Bank routing number:

Valliance Bank Address:

Valliance Bank City, State, Zip:

Bank Contact Name/Phone Number:

Employee Name:

Address:

City, State, Zip:

Phone Number:

Signature:

Date:



SWITCH KIT

WITH VALLIANCE, CHANGE DOESN'T HAVE TO BE HARD

To whom it may concern:

Please update the account listed for automatic withdrawal to the following Valliance Bank account.

Change Effective Date:

Company:

Company Address:

Company City, State, Zip:

Company listed Account Number:

The previous bank information I would like to change is:

Previous Bank:

Previous Routing Number:

Previous Account Number:

For (*Payment or Reason*):

Date of withdrawal:

The new bank information I would like you to begin using is:

Valliance Bank Account number:

Valliance Bank Routing number:

Valliance Bank Address:

Valliance Bank City, State, Zip:

Bank Contact Name/Phone Number:

Customer Name:

Address:

City, State, Zip:

Phone Number:

Signature:

Date:

This form authorizes your withdrawals to be sent to the financial institution named above to be withdrawn from the designated account. Please complete a separate form for each type of pre-authorized withdrawal you currently have set up on the account you are closing.



SWITCH KIT

WITH VALLIANCE, CHANGE DOESN'T HAVE TO BE HARD

ACCOUNT CLOSURE AUTHORIZATION

Utilize this form to close your old account(s).

Please close the following account(s) at your institution:

Financial Institution:

Address:

City, State, Zip:

Effective Date:

Please close the following account(s):

Account Number:

Account Number:

Account Number:

Primary Owner:

Address:

City, State, Zip:

Please send the remaining balance to:

Select One

- Please issue a check directly to Valliance Bank in my care.**

Valliance Bank Address:

Valliance Bank City, State, Zip:

Bank Contact Name/Phone Number:

- Please forward a check directly to my address listed below.**

Customer Name:

Address:

City, State, Zip:

Phone Number:

Signature:

Date: