

Signature Bank SWITCH www.signaturebkfl.com AUTOMATIC PAYMENTS & DIRECT DEPOSITS CHECKLIST

Before you close your existing account, you need to make sure any direct deposits and automatic payments are redirected to your new Signature Bank account. With the following checklist and your most recent bank statement, your Signature Banker can help you quickly identify all merchants who currently have access to your account.

Automatic Deposits

- | | |
|--|--|
| <input type="checkbox"/> Government Deposit (e.g. Social Security) | <input type="checkbox"/> Brokerage Deposits (e.g. dividends, interest) |
| <input type="checkbox"/> Transfers from other bank accounts (e.g. savings to checking) | <input type="checkbox"/> Child Support or other court-issued deposits |
| <input type="checkbox"/> Other | |

Utilities Automatic Payment

- Gas
- Electric
- Local/Long Distance Telephone Service
- Water
- Cable or Satellite TV
- Other

Account Number

Other Payments

- Loans (e.g., car, equity, credit card)
- Mortgages
- Child support or court-issued payments
- Internet Service
- Brokerage – automatic investments
- Other



Signature Bank SWITCH www.signaturebkfl.com ACCOUNT BALANCE WORKSHEET

The final step before moving your account to Signature Bank is to balance your existing account and make sure all outstanding checks have cleared. Use this worksheet to balance your checkbook register, and be sure to retain enough money in the account to cover any outstanding checks. Be as accurate as possible when completing this form. After you have completed this worksheet and have set up your new accounts, you should no longer write checks from your old account.

1] Your current balance on your current checking statement. \$ _____

2] List deposits that do not appear on your statement.

DATE	AMOUNT		
_____	\$ _____		
_____	\$ _____		
_____	\$ _____	+ \$	_____ TOTAL OF STEP 2

3] Subtotal by adding steps 1 and 2 = \$ _____ TOTAL OF STEPS 1 & 2

4] List outstanding checks, transfers or withdrawals that do not appear on your statement. (Include any debit card purchases, ATM withdrawals, automatic debits and any other fees).

CHECK NUMBER	AMOUNT		
_____	\$ _____		
_____	\$ _____		
_____	\$ _____		
_____	\$ _____		
_____	\$ _____	- \$	_____ TOTAL OF STEP 4

5] Subtract Step 4 from step 3. = \$ _____
 This amount should match your checkbook register balance.



Send a copy of this form to your current bank to close that account.

Dear Sir or Madam:

Please close my account described below

NAME(S) ON ACCOUNT

TYPE OF ACCOUNT

effective as indicated on this date:

DATE

ACCOUNT NUMBER

\$

BALANCE

Prepare a cashier's check for the balance of my account payable to:

ACCOUNT HOLDER NAME

and mail the check to the following address:

CUSTOMER ADDRESS

CITY, STATE, ZIP

If you have any questions, please contact me at:

PHONE NUMBER

Thank you for your attention to this matter.

DATE

JOINT ACCOUNT HOLDER SIGNATURE(S)

DATE

Signature Bank  **switch** AUTOMATIC PAYMENTS & DIRECT DEPOSITS CHANGE FORM
www.signaturebkfl.com

Send a copy of this form to any business or merchant authorized to have access to your account, to redirect each of your automatic payments and direct deposits. (Copy this form if more than one is needed.) Mail each form, along with a voided check from your new Signature Bank Account, to the appropriate business or merchant. If you currently receive a federal benefit via direct deposit, please contact a Signature Banker to ensure a quick and accurate switch of these funds to your new account.

TO:

MERCHANT NAME

ADDRESS

CITY STATE ZIP

MERCHANT ACCOUNT #

FROM:

CUSTOMER NAME

ADDRESS

CITY STATE ZIP

PLEASE REDIRECT MY: Direct Deposit Automatic Payment Checking Savings

EFFECTIVE: Immediately Beginning _____|_____|_____

My new account information is listed below:

ACCOUNT NUMBER

SIGNATURE

DATE

DAY PHONE

ATTACH A VOIDED CHECK
FROM YOUR NEW SIGNATURE BANK ACCOUNT HERE