

Commercial Bank

Serving Southeast Kansas Since 1874!

Getting Started

Let us help you switch to better banking today!

In three easy steps you can switch your direct deposits, switch your automatic withdrawals, and close your old account!

1

Open your new account.

- Come see a customer service representative at your local Commercial Bank branch to open your new account.

2

Switch your direct deposits and automatic withdrawals.

- If you have any automatic transactions, use the provided forms to streamline your switch to Commercial Bank.

3

Close your old account.

- Now you are ready to switch, fill out the form provided to close your old bank account.





Direct Deposit Authorization

Use this form to authorize your employer, retirement and pension funds, or any other agency to deposit your payment directly into your Commercial Bank account. Use one form for each direct deposit.

Notification of Direct Deposit Authorization Change

Company or Employer:

Address:

City, State, Zip:

Phone Number:

Employee ID (if applicable):

Social Security #:

Effective immediately, please deposit the net amount of my check to my Commercial Bank account.

I authorize (name of depositor) :

to automatically deposit funds into the account 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.

Place an X next to your desired option.

Net amount to Commercial Bank CHECKING

Account Number: Routing Number:

Net amount to Commercial Bank SAVINGS

Account Number: Routing Number:

Signature: Date:

Printed Name:

Address:

City, State, ZIP:

Phone Number:

Email:





Automatic Withdrawal Authorization

Use this form to authorize a change to any automatic payment, deductions, or withdrawals from your account. Use one form for each automatic withdrawal. Many companies make it easy to change your account information online on their website.

Notification of Withdrawal Authorization Change

Name of Company:

Account Number:

Payment Amount:

Address:

City, State, Zip:

Phone Number:

Please **change** my automatic withdrawal from the following account:

Financial Institution:

Account #:

Bank Routing #:

Please make all **future** automatic withdrawals from the following account:

COMMERCIAL BANK

Account #:

Bank Routing #:

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Thank you very much.

This authorization will remain in effect until I have submitted to you a new authorization, or until you have been notified by me in writing that this authorization has been changed or revoked.

Signature:

Date:

Printed Name:

Address:

City, State, ZIP:

Phone Number:

Email:





Account Closure Authorization

You can authorize your remaining balance to be deposited automatically to your new Commercial Bank account(s) or paid by a check forwarded to your mailing address.

Use this form to close your account(s) at your former financial institution. Be sure to verify any outstanding items have cleared your account.

Notification of Account Closure Authorization

Financial Institution:

Address:

City, State, Zip:

Phone Number:

Please close my account:

Account Number:

Primary Owner:

Address:

City, State, Zip:

Please send the remaining balance to:

Place an X next to your desired option.

Please deposit directly into my new account at Commercial Bank.

Account Number:

Routing Number:

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Please forward me a check to my address listed below.

Signature:

Date:

Printed Name:

Address:

City, State, ZIP:

Phone Number:



A Helpful Tool For Changing Automatic Deposits and Payments

LIST YOUR DIRECT DEPOSITS

List the companies who regularly deposit funds into your account. If there are multiple direct deposits, a form will be necessary for each direct deposit

Depositor Name/Address	Usual date or frequency of deposit	Phone/Fax Number

LIST YOUR DIRECT DEBITS (ACH)

List all automatic debits that authorized periodic withdrawals to be made from your accounts. Payments like rent, mortgage, utilities, or membership dues. Also list accounts that you may have set up online with the companies like credit card payments. You will have to go online to change the account number on those direct debits.

Payee/Address	Phone/Fax	Date	Amount/Account #

Helpful Phone Numbers and Websites

Social Security Administration www.ssa.gov	1-800-772-1213	Department of Veterans Affairs www.va.gov	1-877-838-2778
Office of Personnel Management Http://www.opm.gov/	1-888-767-6738	KPERS www.kpers.org	1-888-275-5737
Railroad Retirement Board https://secure.rrb.gov/	1-800-808-0772	Blue Cross Blue Shield of Kansas www.bcbsks.com	1-800-432-3990

