

# Bank Switch Kit

**We want banking at Extraco to be extraordinary. Below is our switch kit process for you to take advantage of:**

## **Step One: Fund your Extraco account(s)**

Set up direct deposit so your checks are sent directly into your account.

## **Step Two: Set up automatic payments**

You'll want to review your old account and switch any recurring payments over to your new accounts. With Extraco, you can send recurring payments on your own schedule using online bill pay.

## **Step Three: Close your old account**

It may take as many as 10 days for all of your checks to clear. Destroy any unused checks, ATM and debit cards, and deposit slips. Once you're sure there are no outstanding debits or credits, close your account and start enjoying the freedom of banking with Extraco!

# Set Up Online Bill Pay

Extraco's online bill pay allows you to make one-time or recurring payments through your E-Bank.

**1. Sign up for online banking**

Stop by one of our financial centers and ask a Relationship Banker to set you up with an online banking user ID and password.

**2. Go to your Extraco bill pay**

Log in using your Extraco user ID and password and select "Bill Pay" at the top of your screen

**3. Add your payees**

Under the "Payees" tab, choose "Add a Payee" to set up your payments. Simply follow the prompts to add an individual, business, or financial institution.

**4. Schedule your payments**

Under the "Payments" tab, you have the option of sending a payment as a single one-time payment, or setting your recurring payments to be sent automatically. Once payments are scheduled, you can manage them by selecting "Scheduled Payments" under the "Payments" tab.

# Please Close my Account(s)

## To Whom It May Concern:

Please close the following account(s) and any associated products/services<sup>1</sup> to these account(s). Send a check for the remaining balance to the address listed below.

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

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

If you have any questions regarding this request, please do not hesitate to call.

Phone Number: \_\_\_\_\_  
(area code) number

Day

Evening

(Please check one)

E-mal Address: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Co-Signer Signature)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Co-Signer Name (please print)

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip

1. Associated products and services may include: Debit Card, Online Banking, Bill Pay, etc.

# Please change my account for Automatic Withdrawal

\_\_\_\_\_

Date

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

Name of Company That Makes Automatic Withdrawal

\_\_\_\_\_

City, State, Zip

## To Whom It May Concern:

I have recently changed my account to Extraco Banks. Please change the following regular payment of \_\_\_\_\_ as specified below:

Please **cancel** my automatic payment.

\_\_\_\_\_

(Former Bank Routing Number)

**-OR-**

Please **change** my automatic payment over to my new account at Extraco Banks.

\_\_\_\_\_

(Former Bank Account Number)

**111900581**

\_\_\_\_\_

(Extraco Banks Routing Number)

\_\_\_\_\_

(Former Bank Routing Number)

\_\_\_\_\_

(Extraco Banks Account Number)

\_\_\_\_\_

(Former Bank Account Number)

For your convenience, I am enclosing a voided check and/or deposit slip. If you have any questions regarding this request, please do not hesitate to call.

Phone Number: \_\_\_\_\_

Day

Evening

Sincerely,

\_\_\_\_\_

(Signature)

\_\_\_\_\_

E-mail Address

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

City, State, Zip

# Please change my Direct Deposit

\_\_\_\_\_

Date

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

Depositor or Employer Name

\_\_\_\_\_

City, State, Zip

## To Whom It May Concern:

I have changed financial institutions. Please change all future deposits into my new account with Extraco Banks.

### Extraco Banks

\_\_\_\_\_

(New Bank Name)

\_\_\_\_\_

(Former Bank Name)

**111900581**

\_\_\_\_\_

(Extraco Banks Routing Number)

\_\_\_\_\_

(Former Bank Routing Number)

\_\_\_\_\_

(Extraco Banks Account Number)

\_\_\_\_\_

(Former Bank Account Number)

For your convenience, I am enclosing a voided deposit slip. If you have any questions regarding this request, please do not hesitate to call.

Phone Number: \_\_\_\_\_

Day

Evening

Sincerely,

\_\_\_\_\_

(Signature)

\_\_\_\_\_

E-mail Address

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Mailing Address

\_\_\_\_\_

City, State, Zip