



# PERSONAL BANKING SWITCH KIT

## STEP ONE

- Open new checking account at Frontier Bank.
- Order personalized checks.
- Apply for free Visa Check Card.
- Apply for free Bill Pay (after Online Banking account is established) @ [www.frontierbank.com](http://www.frontierbank.com)
- Apply for Overdraft Privilege.
- Sign up for free financial “HealthCheck.”

## STEP TWO

- Complete checklist of all items that are automatically charged to “old” account and/or deposits that are automatically deposited to “old” account. (See Personal Switch Checklist)

## STEP THREE

### For Automatic Debits (charges)

- Send a dated and signed letter to anyone who is currently processing an automatic charge to “old” account. (See “Request to Change Automatic Withdrawal”)
- Along with the letter, provide a voided personalized check (or a copy of a voided check) from “new” Frontier checking account.

### For Automatic (Direct) Deposits

#### Payroll Direct Deposit

- Provide your employer with a voided personalized check (or a copy of a voided check) from “new” Frontier account and request the change.

#### Government Direct Deposit

- Call them directly or have a Frontier Branch employee assist you.
- Have a Frontier personalized check available in order to provide the transit and routing number (125107626) and your account number (the next 9 or 10 numbers following the transit and routing number on the bottom of your check.)

#### Other types of Direct Deposit

- Call the company directly to determine their requirements.
- If required, send a dated and signed letter. (See “Request to Change Automatic Deposit”)
- Provide a voided personalized check (or a copy of a voided check) from “new” Frontier checking account.

## STEP FOUR

- After verifying that all automatic payments and deposits are now posting to “new” Frontier account and that all outstanding checks have cleared on the “old” account, send a letter to “old” bank requesting that the account be closed. (See “Request to Close Account”)



# REQUEST TO CHANGE AUTOMATIC WITHDRAWAL



\_\_\_\_\_

Date

\_\_\_\_\_

Name of Company Making Automatic Withdrawals

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, ZIP

## To Whom It May Concern:

You are currently withdrawing \$ \_\_\_\_\_ from my account \_\_\_\_\_  
amount number

for \_\_\_\_\_ on \_\_\_\_\_  
reason date of withdrawal

## My old bank information is as follows:

“Old” Bank Name: \_\_\_\_\_

“Old” Bank Account Number: \_\_\_\_\_

## Please change the withdrawal to my new account:

“New” Bank Name: **Frontier Bank**

Bank Routing Number: **125107626**

“New” Bank Account Number: \_\_\_\_\_  
Next nine or ten digits following the routing number

If you have any questions, please contact me at \_\_\_\_\_  
phone number

Thank you.  
Sincerely,

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, ZIP

# REQUEST TO CHANGE AUTOMATIC DEPOSIT



\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Company Making Automatic Deposits

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

## To Whom It May Concern:

You are currently depositing my \_\_\_\_\_ to the following:  
type of deposit

## My old bank information is as follows:

“Old” Bank Name: \_\_\_\_\_

“Old” Bank Account Number: \_\_\_\_\_

## Please change the deposit to my new account:

“New” Bank Name: **Frontier Bank**

Bank Routing Number: **125107626**

“New” Bank Account Number: \_\_\_\_\_  
Next nine or ten digits following the routing number

If you have any questions, please contact me at \_\_\_\_\_  
phone number

Thank you.  
Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, ZIP

# REQUEST TO CLOSE ACCOUNT



\_\_\_\_\_

Date

\_\_\_\_\_

Bank's Name

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, ZIP

## To Whom It May Concern:

Please close my account Number \_\_\_\_\_ and send a check for the balance to me at the address listed below.

If you have any questions, please contact me at \_\_\_\_\_  
phone number

Thank you.  
Sincerely,

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, ZIP