

## LEE BANK SWITCH KIT



### SWITCHING CHECKING ACCOUNTS IN THREE EASY STEPS:

At Lee Bank, we're making it easier for you to maximize your time and your money. With easy access to your accounts using your PC, telephone, ATMs or in person, you'll be able to take care of your banking needs on your schedule.

**1. Open your new Lee Bank checking account.**

Visit your local Branch. Our banking specialists are available to help you make your selection and start you off to a smooth transition.

**2. Move automated transactions to your new account.**

Contact organizations with which you've arranged for automatic deposits or withdrawals from your account and give them your new account information.

**Change your Direct Deposit to Lee Bank**

-For payroll, fill out the enclosed Payroll Direct Deposit Authorization form and give it to your employer payroll office.

-To change Social Security direct deposit, call the Social Security Administration at 1-800-772-1213 and tell them you want your direct deposit to go to Lee Bank. Give them your new Lee Bank account number and the Lee Bank routing number (211870870).

-For other direct deposits, contact the company. Tell them that you want to change your direct deposit to Lee Bank. Provide your new Lee Bank account number and the Lee Bank routing number (211870870).

**Switch your automatic withdrawals to Lee Bank**

-Contact any organization that you have authorized to make automatic withdrawals from your checking account. Use the enclosed Automatic Payments Letter form as a convenient way of letting them know you have changed your account to Lee Bank and include a voided Lee Bank deposit slip or check. These may include mortgage or loan payments, insurance premiums, membership fees, utility payments, etc.

**Switch charges automatically billed to your old debit card**

-Contact any company that you have authorized to receive payment using your old debit card. Use the enclosed Automatic Payments Letter form to tell them to debit your new Lee Bank MasterCard Check Card and provide them with your new card number and expiration date.

**3. Close your old account**

**Let outstanding checks and automatic withdrawals clear in your old account.**

-Leave enough money to cover any outstanding checks that you've written or automatic debits you anticipate. It may take several weeks for everything to clear.

**Ask your old financial institution to close your account.**

-Request a check for the remaining balance. Use the enclosed form to make it easy. No face-to-face confrontation is needed. Just make sure all your transactions have cleared before closing.

**Destroy your checks and ATM/Check Cards from your old financial institution.**

-For security purposes, be sure to cut up or shred any old checks or cards.

# Lee Bank Simple Switch Kit

## Payroll Direct Deposit Authorization



\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

**RE: Switching My Payroll Direct Deposit to a New Account**

**ATTENTION: Payroll Department**

I have recently changed banks and would like to update my direct deposit. Please discontinue my current deposit and begin making direct deposit(s) into my Lee Bank account(s).

If you have any questions regarding this request, please contact me in writing or call me at the phone number listed below. Thank you for your prompt assistance in this manner.

Sincerely,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

<b>Direct Deposit Information</b>	
_____ Employee Name	_____ Social Security Number/Employee ID
_____ Address	_____ City/State/Zip
_____ Phone: Day/Evening (Circle one)	
<b>Old Bank Information:</b>	
_____ Bank/Institution Name	_____ Routing Number
_____ Checking Account Number	_____ Amount Deposited
_____ Savings Account Number	_____ Amount Deposited
<b>New Bank Information:</b>	
<b>LEE BANK</b> _____ Bank/Institution Name	<b>211870870</b> _____ Routing Number
_____ Checking Account Number	_____ Amount Deposited
_____ Savings Account Number	_____ Amount Deposited

# Lee Bank Simple Switch Kit Automatic Payment Letter



\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

## RE: Switching My Automatic Payment

### ATTENTION: Accounts Receivable/Accounting

I have recently changed banks and would like to have my automatic payment with your company changed to my new account. Please discontinue the below account and begin making automatic withdrawals from my Lee Bank account.

If you have any questions regarding this request, please contact me in writing or call me at the phone number listed below. Thank you for your prompt assistance in this matter.

Sincerely,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

### Automatic Payment Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Amt. Debited (Enter payment amt. Or "Amount Due")

\_\_\_\_\_  
For: Payment or reason

\_\_\_\_\_  
Phone: Day/Evening (Circle one)

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Customer Account Number (if applicable)

\_\_\_\_\_  
On: Date of Payment

### Old Bank Information:

\_\_\_\_\_  
Bank/Institution Name

\_\_\_\_\_  
Bank Account Number/Debit Card Number

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Expiration Date (For Debit Card)

### New Bank Information:

\_\_\_\_\_  
Bank/Institution Name  
**Lee Bank**

\_\_\_\_\_  
Bank Account Number/Debit Card Number

\_\_\_\_\_  
Routing Number  
**211870870**

\_\_\_\_\_  
Expiration Date (For Debit Card)