



## { Switch Kit - Account Checklist }

Welcome to The Bank of Tullahoma! Once you open your new Bank of Tullahoma account(s), refer to this guide to make moving your accounts to our bank easy and convenient! We're happy to help you. For assistance, please give us a call at (931) 393-BANK or stop by our office.

- For each account you would like to close and to transfer any remaining funds you will need:**
  - Old account number and a recent bank statement
  - New account number—checking, savings, IRA—provided by The Bank of Tullahoma
  - The Bank of Tullahoma Routing Number: 064108993
  - Account Closing/Transfer Request Form (provided by The Bank of Tullahoma)
  - Remember to make sure all checks have cleared on your old account!

- To change an automatic payment or withdrawal, you will need:**
  - Recent statement from vendor
  - New account number—checking, savings, IRA—provided by The Bank of Tullahoma
  - The Bank of Tullahoma Routing Number: 064108993
  - Automatic Payment/Withdrawal Request Form (provided by Bank of Tullahoma)

- To discuss transferring an existing loan, you will need:**
  - Recent loan statement with loan account number and balance remaining
  - Loan Transfer Worksheet (provided by The Bank of Tullahoma)

- To change your payroll or other direct deposit, you will need:**
  - Old account number and a recent bank statement
  - New account number—checking, savings, IRA—provided by The Bank of Tullahoma
  - The Bank of Tullahoma Routing Number: 064108993
  - Payroll/Direct Deposit Transfer Request Form (provided by The Bank of Tullahoma)

- To change your Social Security Direct Deposit, you will need:**
  - New account number—checking, savings, or money market—provided by The Bank of Tullahoma
  - The Bank of Tullahoma Routing Number: 064108993
  - Visit <http://www.ssa.gov/deposit/howtosign.htm> to change your deposit online or print out the government's Standard Form 1199A (also available from The Bank of Tullahoma)