

It's Easy to Switch Your Accounts When You Bank with AAA



Simply print the accompanying forms and follow these steps:

1. SWITCH YOUR AUTOMATIC PAYMENTS TO COME FROM YOUR NEW ACCOUNT.

This includes recurring obligations such as monthly mortgage, rent or loan payments, utility payments, insurance premiums, health club dues and the like. You'll want to print and complete one form for each payment you're switching.

2. SWITCH YOUR AUTOMATIC DEPOSITS TO YOUR NEW ACCOUNT.

This includes such items as direct deposit of your paycheck, pension or retirement benefits. It also includes any pre-scheduled deposits made to savings accounts, other checking accounts or IRAs. Again, you'll need to complete one form for each deposit you're switching.

Note: To switch the direct deposit of your Social Security check, call 800-772-1213. For all other U.S. Government issued checks, talk to one of our banking professionals or download the approved form at http://www.fms.treas.gov/eft/fms_form_1200.pdf.

3. CLOSE YOUR OLD ACCOUNTS.

The accompanying document notifies your old bank that you're closing your accounts with instructions on disbursing the remaining funds. Be sure all your checks have cleared and all automatic payments and deposits have been switched before you close your account.

4. KEEP TRACK WITH OUR QUICK CHECKLIST.

Use it to document all of your accounts and where they stand through the switching process.

You'll also want to make sure that you destroy unused checks, deposit slips and ATM cards.

If you need help completing these forms, talk to one of our banking professionals. We'd be happy to help you switch your accounts.

If you need help completing this form, talk to one of our banking professionals.

PLEASE COMPLETE A SEPARATE FORM FOR EACH DIRECT DEPOSIT

DATE _____

TO (Company Name) _____

ADDRESS _____

CITY, STATE, ZIP _____

INSTRUCTIONS FOR CHANGING DIRECT DEPOSIT

Dear Employer,

I have recently changed banks and would like my payroll direct deposit switched from my old account to my new account with AAA.

NAME _____

SOCIAL SECURITY NUMBER _____

I CURRENTLY HAVE MY DIRECT DEPOSIT GOING TO:

FINANCIAL INSTITUTION _____

ACCOUNT NUMBER _____

BANK ROUTING NUMBER _____

PLEASE CHANGE THIS TO MY NEW ACCOUNT WITH AAA AS SOON AS POSSIBLE:

ACCOUNT NUMBER _____

BANK ROUTING NUMBER _____

If for any reason you may need additional information, please call me at: _____

SIGNATURE _____

PRINT NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

ENCLOSED: Voided check or preprinted deposit slip from my new account with AAA.



If you need help completing this form, talk to one of our banking professionals.

PLEASE COMPLETE A SEPARATE FORM FOR EACH AUTOMATIC DEPOSIT

DATE _____

TO (Company Name) _____

ADDRESS _____

CITY, STATE, ZIP _____

INSTRUCTIONS FOR CHANGING AUTOMATIC DEPOSITS

To Whom It May Concern,

I have recently changed banks and would like my automatic deposits switched from my old account to my new account with AAA.

NAME _____

SOCIAL SECURITY NUMBER _____

MY ACCOUNT NUMBER WITH YOUR ORGANIZATION _____

DEPOSIT AMOUNT (if applicable) _____

I CURRENTLY HAVE MY AUTOMATIC DEPOSITS GOING TO:

FINANCIAL INSTITUTION _____

ACCOUNT NUMBER _____

BANK ROUTING NUMBER _____

PLEASE CHANGE THIS TO MY NEW ACCOUNT WITH AAA AS SOON AS POSSIBLE:

TYPE OF ACCOUNT (Checking or Savings) _____

ACCOUNT NUMBER _____

BANK ROUTING NUMBER _____

If for any reason you may need additional information, please call me at: _____

SIGNATURE _____

PRINT NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

ENCLOSED: Voided check or preprinted deposit slip from my new account with AAA.



If you need help completing this form, talk to one of our banking professionals.

PLEASE COMPLETE A SEPARATE FORM FOR EACH AUTOMATIC PAYMENT

DATE _____

TO (Company Name) _____

ADDRESS _____

CITY, STATE, ZIP _____

INSTRUCTIONS FOR CHANGING AUTOMATIC PAYMENTS

To Whom It May Concern,

I have recently changed banks and would like my automatic payments switched from my old account to my new account with AAA.

NAME _____

SOCIAL SECURITY NUMBER _____

MY ACCOUNT NUMBER WITH YOUR ORGANIZATION _____

DEPOSIT AMOUNT (if applicable) _____

I CURRENTLY HAVE MY AUTOMATIC PAYMENTS COMING FROM:

FINANCIAL INSTITUTION _____

ACCOUNT NUMBER _____

BANK ROUTING NUMBER _____

PLEASE CHANGE THIS TO MY NEW ACCOUNT WITH AAA AS SOON AS POSSIBLE:

TYPE OF ACCOUNT (Checking or Savings) _____

ACCOUNT NUMBER _____

BANK ROUTING NUMBER _____

If for any reason you may need additional information, please call me at: _____

SIGNATURE _____

PRINT NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

ENCLOSED: Voided check or preprinted deposit slip from my new account with AAA.



If you need help completing this form, talk to one of our banking professionals.

EFFECTIVE DATE* _____

TO (Financial Institution Name) _____

ADDRESS _____

CITY, STATE, ZIP _____

FROM (Name(s) on Account) _____

SOCIAL SECURITY NUMBER _____

PLEASE CLOSE THE FOLLOWING ACCOUNTS WITH YOUR INSTITUTION:

ACCOUNT TYPE	ACCOUNT NUMBER	SEND PAYMENT AT ONCE	DEFER PAYMENT UNTIL CLOSE OF INTEREST PAYMENT

FORWARD FUNDS TO ME AT THE FOLLOWING ADDRESS:

Be sure to include all the interest or dividends that may have become due on above listed accounts.

ADDRESS _____

CITY, STATE, ZIP _____

If for any reason you may need additional information, please call me at: _____

SIGNATURE _____

JOINT ACCOUNT HOLDER SIGNATURE _____

DATE _____

Return this form to our office.

*By specifying this date, you're confirming that all checks have cleared and all automatic payments/deposits have been changed.



If you need help completing this form, talk to one of our banking professionals.

YOUR BANK ACCOUNT NUMBER WITH AAA _____

YOUR BANK ROUTING NUMBER WITH AAA _____

DIRECT DEPOSITS

COMPANY (NAME /ADDRESS)	DATE LETTER MAILED	ESTIMATED SWITCHING DATE (ALLOW 2 MONTHS)	STATUS

AUTOMATIC PAYMENTS

COMPANY (NAME /ADDRESS)	DATE LETTER MAILED	ESTIMATED SWITCHING DATE (ALLOW 2 MONTHS)	STATUS

CLOSE OLD ACCOUNT *(Make sure all your outstanding checks have cleared)*

OUTSTANDING CHECK PAYABLE TO:	OUTSTANDING CHECK NUMBER	OUTSTANDING CHECK AMOUNT	DATE CLEARED

