



Decatur County Bank
Your Bank Since 1899



West TN
WEST TENNESSEE BANK
— A Division of Decatur County Bank —

Switching banks should not be difficult!

Here are some easy-to-follow instructions to help you with the bank switching process.

Open a Decatur County Bank / West TN Bank checking account.

- Visit any Decatur County Bank / West TN Bank branch to open an account.

Stop using the account at your previous bank.

- Allow at least 10 days for all your checks to clear.
- Destroy checks, deposit slips and debit cards.

Move direct deposits to Decatur County Bank / West TN Bank.

- Use direct deposit forms to notify anyone making direct deposits into your account of your new account information.
- Inform your employer, Social Security, other government benefit providers, retirement plans or any other payer making direct deposits into your account.

Move automatic payments.

- Use the automatic withdrawal form to notify anyone making automatic withdrawals from your account of your new account information.
- Include insurance drafts, utility payments, service payments and any other payment types being deducted automatically from your account.
- If you have online banking/bill pay at your previous bank, ensure that recurring payments are cancelled and re-entered into Decatur County Bank / West TN Bank's online banking/bill pay.

Close your old account(s).

- After all checks have cleared, use the account closing form to notify your previous bank that you are closing your account.
- The remaining balance will be sent to you via check.

Reminder: Some of these changes can be made online with your direct deposits and automatic payments.

AUTHORIZATION TO CHANGE DIRECT DEPOSIT

Please deposit my check(s) directly into my new account as indicated below.

DIRECT DEPOSIT ACCOUNT INFORMATION

Company Name

Company Address, City, State, Zip

TYPE OF DEPOSIT

☐ Employee Payroll

☐ Social Security

☐ V.A. Compensation or Pension

☐ Supplemental Security Income

☐ Civil Service Retirement

☐ Pension

☐ Other

CUSTOMER INFORMATION

Name

Phone Number

Day
Evening

Address, City, State, Zip

Employee or Social Security Number

PREVIOUS ACCOUNT INFORMATION

☐ Checking Account

☐ Savings Account

Previous Financial Institution Name

Routing #

Previous Account #

NEW ACCOUNT INFORMATION

☐ Checking Account

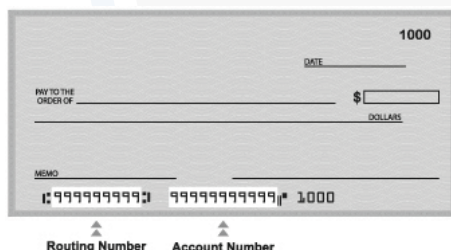
☐ Savings Account

New Financial Institution Name

Routing #

New Account #

Effective Date



• Routing and Account numbers can be found along the bottom edge of your check.

• Please attach a voided check from your new account to this form.

Customer Signature

Date

Please update my existing authorization for payment. I have opened a new deposit account and would like to establish automatic payments from this account.

Account Number on Invoice/Statement

Previous Account

Date of Withdrawal

Address, City, State, Zip

Date _____

- Please attach a voided check from your new account to this form.

PLEASE CLOSE MY ACCOUNT

Upon receipt, please close the following account, and send a check for the remaining balance and confirmation of account closure to the address below. If you have any questions about this request, please contact me at the number below.



CLOSED ACCOUNT INFORMATION

☐ Checking Account

☐ Savings Account

Financial Institution Name

Account #



CUSTOMER INFORMATION

Name

Phone Number

Day
Evening

Co-signer Name (if applicable)

Address, City, State, Zip

Phone Number

Sincerely,



Customer Signature

Date

Co-signer Signature (if applicable)

Date