

AN EASY SWITCH

**Switching to the
Bank *of* England
is easy and hassle free.**

**Our “Easy Switch” Kit will take the hassle out of
moving your account to the Bank *of* England.**

STEP 1 – Stop using your old checking account. Ask your local branch how to turn your old debit card and unused check into **CASH**.

STEP 2 – Switch your Direct Deposit to your Bank of England Account. Complete the Direct Deposit form and give it to your employer, the Social Security Administration, or anyone else who makes a Direct Deposit on your behalf. Please include a voided Bank of England check with your request. Please make as many copies as needed or stop by your local branch and we'll make them for you.

STEP 3 – Switch your automatic payments to your Bank of England Account. Complete the Automatic Payment form and send it to the companies that automatically draft your account for their payment. Also, don't forget to switch any recurring payments that are setup on your old debit card. Please make as many copies as needed or stop by your local branch and we'll make them for you.

STEP 4 – Close your old account. Once your outstanding checks have cleared and you've changed your automatic deposits and payments, you can send the Account Closure Letter to your old bank. Please make as many copies as needed or stop by your local branch and we'll make them for you.



DIRECT DEPOSIT CHANGE FORM

Date

Company making Direct Deposit

Company Address

City, State, Zip

TO WHOM IT MAY CONCERN:

You are currently making a direct deposit into the following account:

My old bank: _____

My old bank's routing number: _____

My old account number: _____

Please begin making these automatic deposits into by new **BANK of ENGLAND** account.

My new bank's routing number: 082902139 _____

My new account number: _____

Attach Voided Check Here
(Do not attach a deposit slip)

If you have any questions about this request, please contact me.

Thank you,

Signature

Name (Please print)

Address

City, State, Zip

Phone Number



AUTOMATIC PAYMENT FORM

Date

Company making automatic draft

Company Address

City, State, Zip

TO WHOM IT MAY CONCERN:

You are currently withdrawing \$ _____ each month from the following account:

My old bank: _____

My old bank's routing number: _____

My old account number: _____

Please begin making these automatic withdrawals on ___/___/___ from my new **BANK of ENGLAND** account.

My new bank's routing number: 082902139 _____

My new account number: _____

Attach Voided Check Here
(Do not attach a deposit slip)

If you have any questions about this request, please contact me.

Thank you,

Signature

Name (Please print)

Address

City, State, Zip

Phone Number



ACCOUNT CLOSURE FORM

Date

Bank Name

Bank Address

City, State, Zip

TO WHOM IT MAY CONCERN:

Please close the following account number

And send a check for the remaining balance to my address below. If you have any questions about this request, please contact me.

Thank you,

Signature

Name (Please print)

Address

City, State, Zip

Phone Number