



Switching to Signature Bank can be simple.

Just use our Switch Kit to find information and forms that will help you easily:

- Change your direct deposit and other automatic deposits you receive
- Change your automatic payments
- Authorize any remaining funds be sent to you from your previous bank
- Stay organized and track your changes using our Simple Checklist

Just print out the attached forms, fill in the blanks, and sign them. You can send them directly to your providers or bring them to the bank and we'll take care of it for you, keeping you informed of the progress.

Switch your business

If you have business accounts you want to switch, give us a call. Help us identify your business needs and we will make recommendations that are just right for your specific situation. Simply contact us to get started.



1

Set up your new Signature Bank account.

2

Switch automatic payments and deposits to your new account.

Complete and sign the enclosed forms to make sure your automatic payments and deposits get switched to your new account. Or you can visit us in person at 6400 N. Northwest Highway and we'll handle the changes for you. Just provide us with a list of your payees and the companies that directly deposit money in your existing account.

3

Close your old account.

We've provided a form that notifies your old bank of the accounts you want to close and provides instruction regarding disbursement of any remaining funds. Just make sure all of your checks have cleared and your automatic payments and deposits have been switched before you close your account. Don't forget to shred or otherwise destroy any unused checks, deposit slips and ATM or check cards from your old bank.

4

Remember to switch other accounts.

Be sure to consider other accounts such as savings accounts, loans or lines of credit and credit cards. We can help switch these as well.

5

Consult our Simple Checklist.

We've created a Simple Checklist to help you keep track of all the information you need to move your direct deposits and payments and close your old account.



AUTOMATIC PAYMENTS

Date: _____

To (Company): _____

Address: _____

City, State, Zip: _____

RE: Instructions for changing automatic payments

To whom it may concern:

I have recently moved to a new bank. I now need to have my automatic payment switched immediately from my old account to my new account with Signature Bank. Below I have provided personal information that may help you with this process.

Billing Account Number: _____

I currently have my automatic payment coming from:

Name: _____

Financial institution: _____

Account Number: _____

Bank routing number: _____

Please change this to my new account with Signature Bank as soon as possible:

Type of account (checking or savings): _____

Account number: _____

Bank routing number: 071026628

If you need additional information, please call me at:

Thank you.
Sincerely,

Signature: _____

Print name: _____

Address: _____

City, State, Zip: _____

Enclosed: Voided check from my Signature Bank account



AUTOMATIC DEPOSITS

Date: _____

To (Company): _____

Address: _____

City, State, Zip: _____

RE: Instructions for changing automatic deposits

To whom it may concern:

I have recently moved to a new bank. I now need to have my automatic deposit switched immediately from my old account to my new account with Signature Bank. Below I have provided personal information that may help you with this process.

Name: _____

Social security number: _____

My account number with your organization: _____

Deposit amount (if applicable): \$ _____

I currently have my automatic deposit going to:

Financial institution: _____

Account number: _____

Bank routing number: _____

Please change this to my new account with Signature Bank as soon as possible:

Type of account (checking or savings): _____

Account number: _____

Bank routing number: 071026628

If you need additional information, please call me at:

Thank you.
Sincerely,

Signature: _____

Print name: _____

Address: _____

City, State, Zip: _____

Enclosed: Voided check from my Signature Bank account



DIRECT DEPOSIT - PAYROLL

Date: _____

To (Company): _____

Address: _____

City, State, Zip: _____

RE: Instructions for changing direct deposit

Dear employer:

I have recently moved to a new bank. I now need to have my payroll direct deposit switched immediately from my old account to my new account with Signature Bank. Below I have provided personal information that may help you with this process.

Name: _____

Social security number: _____

I currently have my automatic deposit going to:

Financial institution: _____

Account number: _____

Bank routing number: _____

Please change this to my new account with Signature Bank as soon as possible:

Type of account (checking or savings): _____

Account number: _____

Bank routing number: 071026628

If you need additional information, please call me at:

Thank you.
Sincerely,

Signature: _____

Print name: _____

Address: _____

City, State, Zip: _____

Enclosed: Voided check from my Signature Bank account



ACCOUNT CLOSING REQUEST

To (financial institution name): _____

Address: _____

City, State, Zip: _____

From (name(s) on account): _____

Social security number: _____

Please close the following account(s) with your institution:

Account Type	Account Number	Send Payment at once	Defer payment until close of interest period

Forward funds to me at the following address:

Please include all interest or dividends that may have become due on above listed accounts.

Address: _____

City, state, zip: _____

If you have any questions, please call me at:

Signature: _____

Joint account holder signature: _____

Date: _____



SIGNATURE SIMPLE CHECKLIST

Signature Bank Account Number: _____

Signature Bank Routing Number: 071026628

Direct Deposits

Company name/ address	Letter mailed on date	Expected switch- ing date (assume 2 months)	Status

Automatic Payments

Company name/ address	Letter mailed on date	Expected switch- ing date (assume 2 months)	Status

Close Old Accounts (confirm that all outstanding checks have cleared)

Outstanding check payable to:	Check number	Check amount	Date cleared

