

CITY Bank & Trust Co.

*A full-service bank
meeting all your business and personal needs*

Making the important move to City Bank & Trust Co. is simple. Stop in any City Bank & Trust branch, open your new checking account, and complete the following forms. That's it! Transferring to City Bank & Trust couldn't be easier.

1. Direct Deposit Authorization

Have automatic deposits switched to your new City Bank & Trust account by giving this completed Direct Deposit Authorization form to your employer's payroll manager. If you currently collect Social Security, there is a federal form to complete. City Bank & Trust can help you complete this form at any of our locations. Direct deposits are a free, effortless, and secure way to manage your money at City Bank & Trust.

2. Automatic Payment Changes

Maybe it's a car loan. Or maybe it's a utility bill. Today, many people make automatic payments each month. Switching current payments to your new account is no problem. Complete the Automatic Payment Change form and give it to the company or creditor that you pay, and they'll take payments out of your City Bank & Trust account. Using your new checking account to make automatic payments is the safe and easy way to manage your funds.

3. Request to Close Account

Once all checks have cleared, closing the account at your previous bank is a smart decision. Completing the Request To Close Account form and giving it to your bank alerts them that you would like to close your account and move your remaining balance to City Bank & Trust. It's a quick and simple process.

4. Moving Checklist

It's important to protect yourself. Destroy previous deposit slips, unused checks, and old ATM/Debit cards. Keep in mind that you should also transfer your savings account, credit cards, loans, other lines of credit, IRA (Individual Retirement Account), and even safe deposit boxes. City Bank & Trust is ready to help with any of these moves.

Questions? Don't hesitate to stop by or give us a call. You can reach us at our Pine Lake location at **402-420-2002**, Downtown at **402-474-1030**, or in Crete at **402-826-2144**. We want your move to City Bank & Trust Co. to be stress free.

* NOTE: Some employers, businesses, or financial institutions may require additional information to process your request.

Member FDIC

Automatic
Payment Changes

Effective ___ / ___ / ___, I hereby authorize to change my automatic payments to the company listed below to come from my account with City Bank and Trust.

Pay to: _____
Company to be paid by automatic payment

Account / Policy No: _____

Name _____

Address _____

City _____ State _____ Zip _____

Please redirect my automatic payment to come from my account with City Bank and Trust as follows:

Bank Routing Number: 104901144

Account Number _____

Account Type: Checking Savings

Signature _____

Date _____

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Signature _____

Date _____

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Direct Deposit
Authorization



Name _____
Address _____

City _____ State _____ Zip _____
Employer _____

Soc. Sec. Number _____

Please redirect my direct deposit to my account with City Bank and Trust as follows:

Bank Routing Number: 104901144
Account Number _____

Account Type:
 Checking/Money Market Savings

I hereby authorize to have my direct deposit switched to my account with City Bank and Trust.

Signature _____ Date _____

Member FDIC

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Authorization



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Request to
Close Account

To: _____
Name of previous financial institution

Account No: _____
Previous account number

This letter serves as authorization to close my account.
Please send me a check for the remaining balance to
the address shown at right.

Signature _____

Print Name _____

Co-Signer Signature _____

Print Co-Signer's Name _____

Name _____

Address _____

City _____

State _____ Zip _____

Date _____

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