



Account Switch Checklist

At Century Bank of Georgia, we want to make your banking experience as convenient and hassle free as possible. We've designed forms for changing your accounts to Century Bank and they're quick and easy to fill out. Our professional Customer Service Representatives will be happy to assist you with any or all of them.

When you're ready to change banks, review the following items to make sure everything is completed.

- Send notices regarding direct deposit to your employer, social security or CD interest payments regarding your banking change.
- Send notices to any companies that automatically deduct payments from your checking accounts. These would include utilities, insurance companies, etc.
- Send notices to any companies that automatically charge your Debit Card and notify them of your banking change and your new Debit Card Information.
- Make sure all checks have cleared your checking account.
- Send notice to your current financial institution that you are closing your account so they may transfer your funds to Century Bank of Georgia.
- Retrieve items from your Safe Deposit Box and return the key to your old bank. Bring items to your new Safe Deposit Box at Century Bank.

Welcome to Century Bank of Georgia!

We want to be your bank!



Direct Deposit Form

Date

Name of Employer / Depositor

Address

City, State, Zip

To Whom It May Concern:

You are currently depositing My Entire Paycheck / Part of my Paycheck (circle one) to the following account:

Former Financial Institution: _____

Routing Number: _____

Account Number: _____

Please stop all future deposits to that account and instead send them to:

Century Bank of Georgia

Routing Number 061119804

Account Number: _____

If you have any questions concerning this request, please contact me at (_____) (_____-____).
Thank you.

Signature

Name (please print)

Address

City, State, Zip



Debit Card Change

Date

Name of Company

Address

City, State, Zip

To Whom It May Concern:

I have recently changed banks and will need to have my Debit Card switched immediately from my old account to my new account with Century Bank of Georgia. Below you will find any personal information you need to assist in this process.

Name: _____

Old Debit Card No.: _____

Century Bank of Georgia

Routing No. 061119804

New Debit Card No.: _____

Expiration Date: _____

If you have any questions concerning this request, please contact me at (____) (____-____).

Thank you.

Signature

Name (please print)

Address

City, State, Zip



Close Account

Date

Name of Financial Institution

Address

City, State, Zip

To Whom It May Concern:

Please close the following Accounts:

Please send a check for the remaining balance to me at the address listed below.

Please transfer the entire amount to my new Account Number (s) at:

Century Bank of Georgia
Routing No. 061119804

Account Number: _____

Account Number: _____

Account Number: _____

Account Number: _____

If you have any questions concerning this request, please contact me at (____) (____-____).

Thank you.

Signature

Name (please print)

Address

City, State, Zip



Changing Automatic Payments / Withdrawals

Date

Name of Company Making Automatic Withdrawal

Address

City, State, Zip

To Whom It May Concern:

You are currently withdrawing \$ _____ (amount)
For my _____ (what the payment is for)
At _____ (account or other identifying)
On _____ (recurring date)

From the following account;

Former Financial Institution: _____

Routing Number: _____

Account Number: _____

Please stop making withdrawals from that account and instead make them from:

Century Bank of Georgia
Routing Number 061119804

Account Number: _____

If you have any questions concerning this request, please contact me at (____) (____-____).

Thank you.

Signature

Name (please print)

Address

City, State, Zip