



Skyline National Bank

ALWAYS OUR BEST

Member FDIC

Switch Checklist

This checklist offers an easy way to keep track of the progress you have made while transitioning your account to Skyline National Bank. This is for your records only and should not be distributed.

Skyline National Bank Account

- Skyline National Bank account opened
- Checks Ordered
- Online Banking set up
- Skyline National Bank debit card(s) activated

Direct Deposit Companies

- _____
- _____

Key Consultants Notified

- _____
- _____

Automatic Payment Companies

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Financial Services Providers Switched

- _____
- _____

Payroll

- Account Switched

Credit Card Balance Transfer

- _____

Old Account

- All Old Checks Cleared
- Old Account Closed
- Old Checks, Debit Cards Destroyed

Other

- _____
- _____
- _____
- _____

If you like automatic payments, you may want to consider Skyline National Bank's Online Bill Pay. Instead of authorizing a company to withdraw your funds, you are able to retain control of who you pay.



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Direct Deposit Authorization

Please accept this form as authorization to change my direct deposit bank information.

Date _____ Company _____

Company Address _____

To whom it may concern:

You are currently depositing my: (check all that apply)

- Entire Paycheck
- Part of my Paycheck
- Other type of payment _____

Into my old account at (financial institution) _____

Routing Number _____ Account Number _____

Please begin making these automatic deposits into my new Skyline National Bank account.

New Routing Number _____ New Account Number _____

If you have any questions about this request, please contact me at the number listed below.
Thank You.

Name (please print) Signature

Address City, State, Zip

Telephone

Please include a voided Skyline National Bank check with your request.



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Automatic Transactions Form

Date _____ Company Making Withdrawal _____

Company Address _____

To whom it may concern:

I have recently changed to Skyline National Bank. You are currently withdrawing \$ _____ weekly / bi-weekly / monthly / annually (circle one) from the following account:

Old Bank Name _____

Old Bank Routing Number _____

My Old Account Number _____

Please stop making withdrawals from that account on ____/____/____ (date: MM/DD/YY) and start making them from my new Skyline National Bank account.

New Bank Routing Number _____

My New Account Number _____

If you have any questions about this request, please contact me at the phone number below.
Thank You.

Name (please print)

Signature

Address

City, State, Zip

Telephone

Please include a voided Skyline National Bank check with your request.

Please note:

- If you are transferring your account from another financial institution, it is recommended that you maintain accounts at both financial institutions until your automatic transaction change is complete.
- The organization may require you to complete additional forms in order to process your transfer.



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Close Account Form

To _____

From _____

Date _____

Please close the following account(s):

Checking Account # _____

Authorized Signer _____

Authorized Signer _____

Checking Account # _____

Authorized Signer _____

Authorized Signer _____

Savings Account # _____

Authorized Signer _____

Authorized Signer _____

Please issue a check for any remaining balance(s) and send it to the address below.

Name (please print) Signature

Co-signer Name (please print) Co-signer Signature

Address City, State, Zip

Telephone

Your prompt attention to this matter will be greatly appreciated. Thank you.