

SWITCH TO CENTRUST BANK

Just follow these steps and you can start banking with CenTrust and experience What Great Banking Feels Like. Or [click here](#) to print out the complete SWITCH to CenTrust Bank Packet.

1. Open your new CenTrust checking account.

You can open your new account by coming into the bank at 385 Waukegan Road, Northbrook, IL.

2. Use the handy Check List to transfer all direct deposits and payments to CenTrust Bank.

To help you with the straight forward process of closing your old checking account and transferring all your direct deposits, payments, and withdrawals, please use the [CHECK LIST](#).

3. Switch your Direct Deposits to your new CenTrust account.

After your new account is opened, you will want to have all your direct deposits put into your new account. Contact any company that makes direct deposits on your behalf to direct them to use your new account. This could be your employer, Social Security Check, or other deposits.

For your Payroll, use the [PAYROLL DIRECT DEPOSIT FORM](#). For all the other direct deposits you receive, fill out the [DIRECT DEPOSIT AUTHORIZATION](#). Use one form for each of your direct deposits, sign it and mail it to the company.

Social Security Direct Deposits can be changed via toll free telephone: 1-800-772-1213 or online at <http://www.ssa.gov/deposit/howtosign.htm>

4. Switch your automatic payments and/or withdrawals to your CenTrust account.

Now that your account is opened, you will want to move all of your automatic payments or withdrawals to your new account. You will need to notify each company that makes automatic withdrawals **or payments** from your checking account. You can use the [AUTOMATIC PAYMENT AUTHORIZATION FORM](#). Fill one out for each recipient and send it to them.

5. Stop using your old account.

Let all of your written checks clear. Destroy your old checks, or bring them into our bank and we will shred them for you. Destroy your old ATM and/or debit card, you can bring those in too, we can shred them for you.

6. Close your old account.

After all of your outstanding checks have cleared your old bank, you need to notify the bank to close out your account. You can fill out the [ACCOUNT CLOSING FORM](#) and send it to your old bank.

We are here to help you with any of these steps, Monday – Friday 9am to 5 pm and Saturday 9 am to 1 pm. Please stop by and we will assist you in any way we can. Thank you for choosing CenTrust Bank and we look forward to having you experience What Great Banking Feels Like!

SWITCH TO CENTRUST BANK: CHECK LIST

After you have opened your new CenTrust Bank account, use this form to help organize each item that needs to be completed in order to Switch to CenTrust Bank. Check each item as you complete it.

- Send a written notice to each of your direct deposit vendors. For example, employer(s) payroll, government deposits (social security), pension(s)/retirement plans, investment/brokerage deposits, CD interest payments, transfers from other bank accounts (i.e. savings to checking). Use the Direct Deposit Authorization Form.

You will need the following information to complete the form. Use the blank lines to list the Vendors names.

- Old account number/recent bank statement
- New account number (checking, savings) provided by CenTrust Bank
- CenTrust Bank Routing Number: 071926553

_____	_____
_____	_____

- Send a written notice to each of your Automatic Payments/Withdrawals/Vendors. For example, utilities, mortgage payment, car payment, insurance, phone/cell phone, credit cards, investments, IRA/Retirement contributions. Use the Automatic Payment Authorization Form.

You will need the following information to complete the form. Use the blank lines to list the Vendors names.

- Recent statement from Vendor
- New account number (checking, savings) provided by CenTrust Bank
- CenTrust Bank Routing Number: 071926553

_____	_____
_____	_____
_____	_____

- Be sure to leave a balance in your old checking account to cover any automatic payments that may still be withdrawn prior to getting the transfer switched over.

- Make sure all checks have cleared you old checking account.

- Send a written notice to the financial institution where you were banking to close the account. Use the Account Closing Form.

**PAYROLL DIRECT DEPOSIT
AUTHORIZATION FORM**

You need to complete this form for each company that you have a payroll direct deposit. You can give this form to your Human Resources Department to authorize the direct deposit. For social security and other governmental deposits, use the Treasury Department form 1199A (you can pick one up at CenTrust Bank). For Social Security, you can call them 1.800.772.1213 or visit them on the web to make the switch: <http://www.ssa.gov/deposit/howtosign.htm>

Last Name First Name

Street Address

City State Zip

Work Phone Home Phone

Social Security Number

Employer's Name Phone Number

Employee ID Number or Department

Bank Account Numbers:

Previous Bank Name Account Number
071926553

CenTrust Bank Account Number Routing Number

Checking Savings Money Market

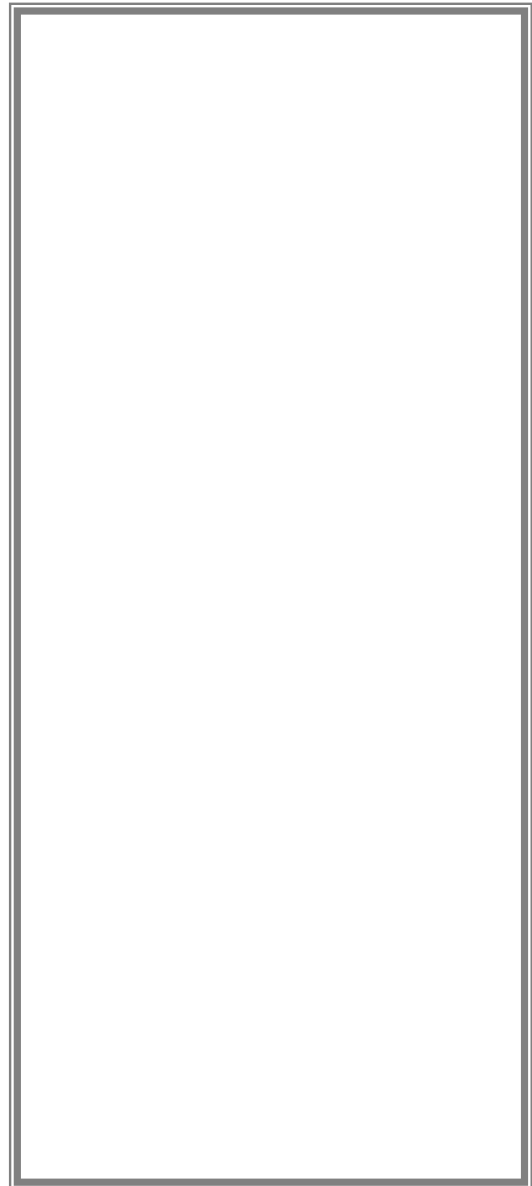
Type of Account-Check one

Check only one:

- This is a new Authorization for Direct Deposit; I Currently don't have Direct Deposit.
- Please change my Direct Deposit from my previous bank to CenTrust Bank.

Employee Signature Date

Staple a VOIDED check from your
CenTrust Bank Account here:



Please make copies of this form so you
can fill out a form for each Payroll Direct
Deposit you receive.

**AUTOMATIC PAYMENT/DEPOSIT
SWITCH FORM**

You need to complete this form and send it to each automatic payment or automatic deposit vendor that made payments or deposits into your old bank account. Be sure to sign the form before sending it. **DO NOT USE THIS FORM FOR PAYROLL DIRECT DEPOSIT.**

To:

Merchant/Company Name

Merchant/Company Address

City State Zip

From:

Name

Address

City State Zip

Please redirect my:

Automatic Payment Automatic Deposit

To my new CenTrust Checking Account effective

Immediately Or Beginning / /

071926553
CenTrust Bank Number Routing Number

Signature

Social Security / TAX Identification Number

Daytime Phone Number

**Staple a VOIDED check from your
CenTrust Bank Account here:**

**Please make copies of this form so you
can fill out a separate form for each
Vendor/Company.**

REQUEST TO CLOSE ACCOUNT

Today's Date: _____

To: _____
Bank Name

From: _____
Name

Address

City State Zip

To Whom It May Concern:

Please close my account(s) listed below. All transactions have cleared the account(s) and all direct deposits and/or automatic payments have been stopped. Mail checks for any account balances to the address above.

Account Name(s)

Account Number

If you have any questions or need any additional information, please contact me at _____

Thank you for your prompt attention to this matter.

Sincerely,

Customer Signature

Date

Joint Account Holder Signature

Date