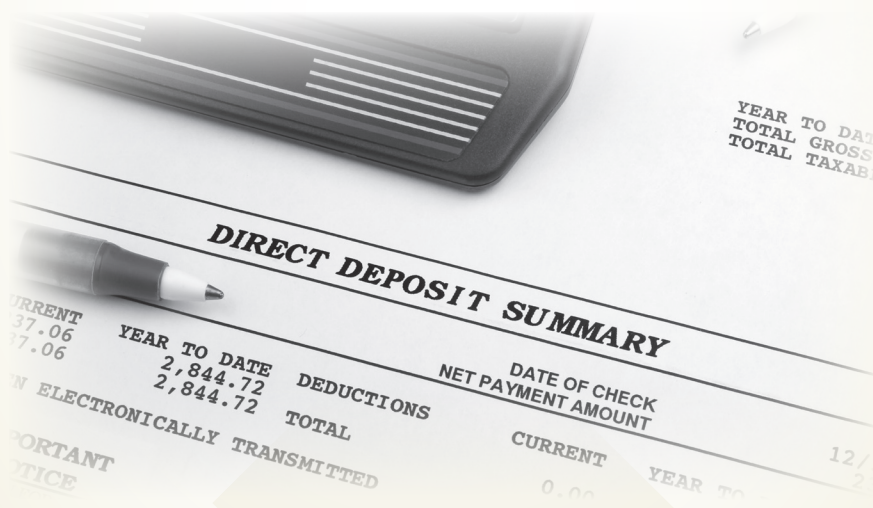




3-Step Switch Kit



deltabk.com

MEMBER
FDIC





The following forms have been created for you to help make the process of switching your account(s) easier.

**Important: Make sure to keep this sensitive account information secure and, if printed, consider shredding upon completion. Additionally, exercise caution if transmitting documentation via email as it may be a secure form of communication.*

1

Get Organized

Use our hassle-free switch kit to organize the transactions that will be switched to your new Delta Bank account.

2

Transfer Your Direct Deposits

Send Form 1: Direct Deposit Authorization Form (page 5) to your employer and other sources so your funds can be automatically deposited to your account. If you have Direct Deposits going elsewhere, you can also use this form to switch them to your new Delta Bank account.

3

Move Your Automatic Payments

Send Form 2: Automatic Payment Authorization Form (page 7) to each of your creditors to switch any automatic payments so they'll come out of your new Delta Bank account.

If you have any questions or concerns during this process, please do not hesitate to contact us:

- Call or visit your local Delta Bank branch.
- Call us at 888-757-8601 to speak with our friendly banking specialists.

3

Steps

3-Step Switch Kit



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**Helpful Tip: For reference, gather your most recent statement from your old financial institution. You may even want a couple of months worth. If applicable, include statements/information for utility payments, loan payments, health club memberships, etc. you have set up with your old account.*

DIRECT DEPOSITS: List all direct deposits to your accounts(s).

Deposit Type	Company/ Institution Name	Account Number	Amount	Date
Employer Payroll				
Social Security				
Pension/Retirement				
Investment/Brokerage				

AUTOMATIC PAYMENTS/TRANSFERS: List all withdrawals from your accounts(s).

Withdrawal Type	Company/ Institution Name	Account Number	Amount	Date
Home/Auto Insurance				
Life Insurance				
Gas/Electric				
Phone				
Water				
TV/Internet				
Mortgage				
Credit Card				



Form 1: Transferring Your Direct Deposits

To transfer your direct deposit, send *Form 1: Direct Deposit Authorization* to your employer and any other sources so your funds can be automatically deposited to your Delta Bank account. Please contact your employer's payroll department if you have questions about their process.

For Social Security deposits, a Delta Bank representative can assist you with calling the Social Security Administration at 800-333-1795 or signing up online at ssa.gov/deposit.

**Helpful Tip: Be sure to include a voided Delta Bank check with this form. Please feel free to make as many copies of these forms as you need.*

Switch My Direct Deposit



Please change the account for my direct deposit.

You are currently depositing my paycheck or type of a payment to the following account:

My Previous Bank

My Previous Bank's Routing Number

My Previous Bank Number

On (date of month)

Please stop making deposits into this account on

(date: MM/DD/YY) ____ / ____ / ____ and start depositing them into my Delta Bank account.

111101144

Delta Bank Routing Number

My New Account Number

☐ Checking

☐ Savings

☐ Checking

☐ Savings

☐ Checking

☐ Savings

If you have any questions about this request, please call me. I'm enclosing a voided check from my new account. Thanks!

Name (please print)

Signature

Address

City/State/Zip

Phone Number



Form 2: Transferring Your Automatic Payments

Use *Form 2: Direct Automatic Payment Authorization Form* to request the transfer of your automatic payment(s) to your Delta Bank account or to establish a new automatic payment from your new Delta Bank account or to establish a new automatic payment from your new Delta Bank account. Please allow sufficient time for your first payments to be activated.

**Helpful Tip: Be sure to include a voided Delta Bank check with this form. Please feel free to make as many copies of these forms as you need.*

Switch My Auto Pay



Please change the account for my automatic payments.

I've recently changed to Delta Bank. You are currently withdrawing \$_____ each month from the following account:

My Previous Bank

My Previous Bank's Routing Number

My Previous Bank Number

On (date of month)

Please stop making withdrawals from this account on

(date: MM/DD/YY) ____ / ____ / ____ and start making them into my Delta Bank account.

111101144
Delta Bank Routing Number

My New Account Number

☐ Checking

☐ Savings

If you have any questions about this request, please call me. I'm enclosing a voided check from my new account. Thanks!

Name *(please print)*

Signature

Address

City/State/Zip

Phone Number



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