

# Switch to BankTennessee

## Welcome to BankTennessee

We are here to personally help you! If you ever have any questions, please don't hesitate to give us a call. We aren't happy unless you are happy.



### **Here's a little tip to help you make the switch.**

Be sure to leave enough money at your old bank to cover any checks or electronic entries that have not cleared. Once all have cleared, you can close your previous account.



### **Just another little tip to help you with the switch.**

If you used online bill pay at your previous bank, please print a list of your payees and payment history for future reference before closing the account. Our online bill payment system can handle recurring and one-time bill payments.

## 1 Open a **BankTennessee checking account.**

## 2 Transfer **direct deposits** to your new BankTennessee account.

Direct deposits from your employer, retirement plan, or other sources of income such as Social Security need to be transferred to your new account. Use the [Direct Deposit Checklist](#) on the next page to help you make a list of sources of income you authorized as a direct deposit at your previous bank.

Check to see if you need a specific form or information. If not, check out the [Authorization to Change Bank Account Information](#) form on page 3, fill it out, and give it to the company.

*If direct deposit is not available at your employer, let us know the appropriate contact, and we will talk with him or her to see if we can enroll your company with this service.*

For Social Security direct deposit, enroll at [Go Direct](#), or call the Social Security Administration at 1-800-772-1213. Be sure to have your BankTennessee account information when you call.

## 3 Transfer **automatic and online bill payments** to your new BankTennessee account.

Use the [Automatic & Online Bill Payments Checklist](#) on the next page to help you make a list of payments you authorized at your previous bank. This is a good time to review your last few monthly bank statements to help you with your list. Please be sure to check any annual payments you may have set up as a deduction as well.

There may be several ways to notify your payees that you have new account information.

- Most payees have a form included with the monthly statement for you to enter your new account information.
- You may be able to call the payee's customer service number to provide your new account information.
- You may be able to use your payee's website to enter your new bank account information.
- If using BankTennessee's Online Bill Pay, you can set up your new account information on our website.

If necessary, you can download, complete and send the [Authorization to Change Bank Account Information](#) form on page 3 to your payee to update your new bank information.

## 4 Close your old account.

Once all of your outstanding items have cleared your old account and any transfers of direct deposits and automatic payments are made, you can notify your previous bank to close your account.



Member FDIC 

# Common Sources That You May Need To Inform About Your New BankTennessee Account

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Please give us a call if you have questions or issues switching your account.

## Automatic Payments & Bill Payees

- Electric Company
- Gas Company
- Water Company
- Telephone
- Cell Phone
- Cable or Satellite TV
- Internet Service
- Brokerage - automatic investments
- Mortgage or Rent Payment
- Car Loan or Lease
- Credit Card \_\_\_\_\_
- Credit Card \_\_\_\_\_
- Other Loans \_\_\_\_\_
- Department Store Card \_\_\_\_\_
- Home/Rental Insurance
- Automobile Insurance
- Life/Health Insurance
- Auto Club
- Health Club
- Charitable Donations
- Child Support
- Alimony
- Other court-issued payments
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

## Direct Deposits

### Private Sector Income

- Payroll Deposit
- Retirement/Pension Plan
- Interest Income
- Brokerage Deposits (ex. dividends, interest)
- Child Support
- Alimony
- Other court-issued deposits

### Transfers

- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### Government Income

- Social Security
- Federal Salary/Military Civilian Pay
- VA Compensation or Pension
- Supplemental Security Income
- Railroad Retirement
- Civil Service Retirement
- Military Active
- Military Retirement
- Military Survivor
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Before you cancel your Online Bill Payment service with your previous bank:

1. Print a list of payees including addresses and account numbers.
2. Print your bill payment history so you have a record of all payments you have made.

# Authorization to Change Bank Account Information

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**Please print.**

Customer Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_  
Home Cell Work

I authorize (name of employer/merchant/vendor) \_\_\_\_\_

to redirect my  Direct Deposit (employer or merchant acct number if applicable) \_\_\_\_\_

Automatic Payment (merchant acct number if applicable) \_\_\_\_\_

Effective  Immediately  Beginning \_\_\_\_/\_\_\_\_/\_\_\_\_

to be debited/credited on the \_\_\_\_\_ day of the month.

Weekly  Monthly  Quarterly  Semi-Annually  Annually

This authorization will remain in effect until I give my written notice to cancel it.

My new account information is listed below:

**Checking Account**  **Savings / Money Market Account**

BankTennessee Account Number \_\_\_\_\_

BankTennessee Routing Number \_\_\_\_\_

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

**Please attach a VOIDED check  
from your new BankTennessee account.**