

## Community First Bank & Trust Switch Kit

**STEP 1.** Open the new bank accounts. You'll need both your new accounts and old accounts open during the transition in order to ensure no payments are missed.

<b>Bank Name and address:</b>	Community First Bank & Trust	
<b>Routing (ABA) Number:</b>	064108485	
<b>Checking Account Number:</b>		
<b>Savings Account Number:</b>		
<b>Other Accounts:</b>		
<b>Previous Bank:</b>		<b>Routing number:</b>

**STEP 2.** Change your direct deposit information with your employer. This change could take two to four weeks. A form is included in this kit that can be mailed or faxed for existing direct deposits/debits you may have.

**STEP 3.** Update all automated and pre-authorized bill payments from your old accounts or utilize our online banking bill pay.

### List Your Automated Debits

Bill	Company	Amount	Phone Number	Date Contacted	Spoke with	Effective Dates of Change
Mortgage or Rent						
Utilities	Electricity					
	Gas					
	Water					
	Sewer					
	Home Phone					
	Cell Phone					
	Cable					
	Other Utility					
Taxes	Property					
	Fed. Income					
Insurance	Home/Renters					
	Car					
	Life					
	Health					
	Other Ins.					
Debt	Home Equity					
	Credit Card 1					
	Credit Card 2					
	Credit Card 3					
	Student Loan					
	Car Loan					
	Other Loan					
Other						

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## DIRECT DEPOSIT CHANGE REQUEST

Deliver this form to your payroll department.

Employee Information	Employer Information
<i>Name:</i>	<i>Name:</i>
<i>Identification Number:</i>	
<i>Address:</i>	<i>Address:</i>

Direct Deposit Information					
<i>Financial Institution</i>	<i>Checking or Savings?</i>	<i>Routing (ABA) Number</i>	<i>Account Number</i>	<i>Name on Account</i>	<i>Dollar or Percent Amount</i>
#1					
#2					
#3					

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*Employee Signature*

\_\_\_\_\_

*Date*