



Buckeye State BankSwitching Made Simple

DIRECT DEPOSIT TRANSFER

QUICK CHECKLIST

- ▶ Open a new account at a convenient Buckeye State Bank Location
- ▶ Reconcile and balance your old account for any outstanding transactions
- ▶ Identify all automatic payments and direct deposits linked to your old account and facilitate the transfer of those services.
 - DIRECT DEPOSIT TRANSFER FORM
 - AUTOMATIC PAYMENT TRANSFER FORM
- ▶ Maintain sufficient funds in both your old and new accounts until all outstanding transactions are accounted for
- ▶ Close your old account
 - ACCOUNT CLOSING REQUEST FORM

For Social Security deposit transfers, you may speed up your transfer by contacting the
Social Security Administration
directly at 1-800-772-1213
15 days before your expected monthly deposit.

Employer/ Merchant Name _____

Client Name _____

Street Address _____

Client Address _____

City State Zip _____

City State Zip _____

RE: _____
Account Number

Client Phone Number _____

_____ Social Security Number

To Whom It May Concern,

I recently established an account at Buckeye State Bank. I would like to request that you make any recurring direct deposit(s) to the new account listed below. Direct deposit(s) to my old account(s) should be discontinued . This authorization is to remain in effect until you receive written notice of termination from me

I acknowledge that the origination of ACH transactions from my account must comply with applicable provisions of U.S. law.

Please make this transfer effective as of _____
Date

_____ Old Routing/Transit Number

_____ Old Account Number

_____ New Buckeye State Bank Routing/Transit Number

_____ New Buckeye State Bank Account Number

If this form does not provide sufficient authorization for my request, please forward the appropriate for to the address listed above for my signature.

Thank you for your assistance in this matter.

_____ Client Signature

_____ Date

Note: Complete and send a copy of this form for each account being closed to your old bank. Be sure to confirm all pending transactions have cleared. Keep a copy of your request for your file.