

BBTC QUICK-SWITCH

We've made moving your accounts to BBTC quick and easy using our convenient forms. Just follow the steps below. We're here to assist you every step of the way.

STEP 1

OPEN YOUR NEW BBTC ACCOUNT

Speak with a customer service representative to find the right account for you. Once the account is opened, discover how we personally deliver our products and services with care and expertise.

STEP 2

CLOSE YOUR OLD ACCOUNTS

Immediately begin using your new account. Make sure your old account is active long enough to allow outstanding checks and automatic withdrawals to clear through your old account. Then, complete the "close account form" and we'll be happy to take care of the rest. Be sure to destroy old checks, ATM/Debit card and deposit slips.

STEP 3

SWITCH YOUR AUTOMATIC TRANSACTIONS

The forms in this packet will help you contact the companies and financial institutions that handle your automatic deposits and automatic withdrawals. We'll be happy to help you with any of these forms.

Use this checklist to keep track of people you may need to contact:

DIRECT DEPOSIT

- Your employer's Human Resource Department
- The company handling your retirement and pension payments
- Social Security Administration
- Other

AUTOMATIC WITHDRAWALS FROM YOUR ACCOUNT/DEBIT CARD

- Mortgage Company
- Homeowner's Insurance
- Auto Insurance
- Life Insurance
- Utility Companies
- Telephone Companies
- Cable Company
- Other

STEP 4

YOU'RE DONE!

Welcome to BBTC. We hope you take advantage of all the great products and services we offer. Don't hesitate to let us know if we can help in any way.

NEW ACCOUNT INFORMATION

PRIMARY APPLICANT

DATE

NAME

HOME ADDRESS

CITY

STATE

ZIP

DRIVER'S LICENSE NUMBER

STATE

ISSUE DATE

EXP. DATE

SOCIAL SECURITY NUMBER

DATE OF BIRTH

HOME PHONE

MOBILE PHONE

WORK PHONE

EMAIL ADDRESS

EMPLOYER NAME

EMPLOYER ADDRESS

CITY

STATE

ZIP

OCCUPATION/JOB TITLE

MOTHER'S MAIDEN NAME

WHAT CITY WERE YOU BORN IN?

NEW ACCOUNT INFORMATION

ONLY FILL OUT IF JOINT-OWNER IS APPLICABLE

DATE

NAME

HOME ADDRESS

CITY STATE ZIP

DRIVER'S LICENSE NUMBER STATE ISSUE DATE EXP. DATE

SOCIAL SECURITY NUMBER DATE OF BIRTH

HOME PHONE MOBILE PHONE

WORK PHONE EMAIL ADDRESS

EMPLOYER NAME

EMPLOYER ADDRESS

CITY STATE ZIP

OCCUPATION/JOB TITLE

MOTHER'S MAIDEN NAME WHAT CITY WERE YOU BORN IN?

CLOSE ACCOUNT

DATE

FINANCIAL INSTITUTION'S NAME

ADDRESS

CITY

STATE

ZIP

To whom it may concern:

Please take this as an official notice to close my account _____ (account number), and send a check for the remaining balance to the address listed below. If you have any questions or concerns please contact me at: _____.

Thank you.

Sincerely,

SIGNATURE

NAME (PLEASE PRINT)

ADDRESS

CITY

STATE

ZIP

CHANGE AUTOMATIC WITHDRAWAL

DATE

NAME & ADDRESS OF COMPANY THAT MAKES AUTOMATIC WITHDRAWALS

To whom it may concern:

You are currently withdrawing \$_____ (amount)

for _____ (payment description) on _____ (date of debit)

from the following account:

FINANCIAL INSTITUTION'S NAME

CHECKING

ROUTING NUMBER

ACCOUNT NUMBER

SAVINGS

Please stop making withdrawals from the account above and start withdrawing from:

Boone Bank & Trust Co.

Routing Number: 073901097

CHECKING

ACCOUNT NUMBER

SAVINGS

If you have any questions about this request, please contact me at: _____.

Thank you.

Sincerely,

SIGNATURE

NAME (PLEASE PRINT)

ADDRESS

CITY

STATE

ZIP

CHANGE DIRECT DEPOSIT

DATE

NAME & ADDRESS OF COMPANY THAT INITIATES DIRECT DEPOSIT

To whom it may concern:

You are currently depositing \$_____ (amount)

for _____ (deposit description) on _____ (date of deposit)

FINANCIAL INSTITUTION'S NAME

CHECKING

ROUTING NUMBER

ACCOUNT NUMBER

SAVINGS

Please stop making deposits in the account above and start depositing to:

Boone Bank & Trust Co.

CHECKING

Routhing Number: 073901097

ACCOUNT NUMBER

SAVINGS

If you have any questions about this request, please contact me at:

Thank you.

Sincerely,

SIGNATURE

NAME (PLEASE PRINT)

ADDRESS

CITY

STATE

ZIP



WITHDRAWAL & DEPOSIT CHECKLIST

Name of Company	Amount	Date	Withdrawal or Deposit