



Switch Checklist

To close an account and transfer any remaining funds, you will need:

- Recent bank statement with your old account number (s)
- New Sweet Water State Bank account number (s)
- Sweet Water State Bank routing number: 062104290
- Form #1 – Account Closing Notification (provided by SWSB)
- Follow up to ensure all checks have cleared on your old account
- Double check maturity dates if transferring a Certificate of Deposit to avoid possible penalties for early withdrawals.

To change your payroll or direct deposit, you will need:

- Recent bank statement with your old account number (s)
- Sweet Water State Bank account number (s)
- Sweet Water State Bank routing number: 062104290
- Form #2 – Direct Deposit Request (provided by SWSB)

To change your Social Security Direct Deposit, you will need:

- New Sweet Water State Bank account number (s)
- Sweet Water State Bank routing number: 062104290
- www.ssa.gov/deposit/howtosign.htm
Visit website above to change your deposit online or print out the government's Standard Form 1199A



Form #1 - Account Closing Notification

Please accept this letter as authorization to close my account (s) with your institution.
Please close the account (s) listed below.

TO:

BANK NAME _____ BANK ADDRESS _____
BANK CITY _____ BANK STATE, ZIP _____

ACCOUNT NUMBER _____

- CHECKING
- SAVINGS
- MONEY MARKET
- OTHER

ACCOUNT NUMBER _____

- CHECKING
- SAVINGS
- MONEY MARKET
- OTHER

ACCOUNT NUMBER _____

- CHECKING
- SAVINGS
- MONEY MARKET
- OTHER

ACCOUNT NUMBER _____

- CHECKING
- SAVINGS
- MONEY MARKET
- OTHER

Please send any remaining funds in the accounts listed to the following address:

Sweet Water State Bank - 31385 Alabama Highway 10 - Sweet Water, Al 36782

Mailing Address: P O Box 128
Sweet Water, Al 36782

Deposit Instructions:

- Deposit entire amount to checking account number: _____ .OR
- Deposit \$ _____ to savings account number: _____ AND the remainder to checking account number: _____ .

From:

Name _____ Address _____ City _____ State,
Zip _____ Telephone Number _____ Social Security
Number _____

I authorize:

- The listed entity to close the account (s) listed here.
- The transfer of my funds to my SWSB checking and/ or saving account (s) as indicated.
- SWSB to credit deposits to my account (s) as specified.

Signature: _____ Date: _____



Form #2 - Direct Deposit Request

Please accept this letter as notification that I have established a new checking and/or savings account at Sweet Water State Bank. I would like my paycheck to be automatically deposited to my SWSB according to the instructions below.

To: Payroll Department

Employer/Company Name: _____

From: _____

Subject: Payroll Direct Deposit

Date: _____

- Establish Direct Deposit
- Change my existing Direct Deposit

Deposit Instructions:

- Deposit entire amount to checking account number: _____ OR
- Deposit \$ _____ to savings account number: _____ AND
The remainder to checking account number: _____.

SWEET WATER STATE BANK: 062104290

I authorize:

- The listed employer/company to change deposits of my funds to my SWSB checking or savings account.
- SWSB to credit funds to my account (s).
- This authorization to remain in effect until I send written notice of change or cancellation.

Signature: _____ Date: _____



Form #3 - Automatic Payment Request

Please accept this letter as notification that I have established a new checking and/or savings account at Sweet Water State Bank. I would like the following payment to be automatically debited from the Sweet Water State Bank account listed below.

- Establish Automatic Payment
- Change my existing Automatic Payment

Automatic payment Information:

Company Name: _____
Company Account #: _____
Payment Amount: \$ _____

Bank Account Information:

Account Type:

- Checking
- Saving
- Money Market
- Other

SWSB Account #: _____

Sweet Water State Bank Routing Number: 062104290

I authorize:

- The company listed to initiate withdrawal of my funds from the above SWSB account.
- SWSB to debit funds from my account.
- This authorization to remain in effect until I send written notice of change or cancellation.

Signature: _____ Date: _____