

Switch Kit

We Make It Easy to Switch Banks

Checking Accounts

Savings Accounts

Money Market Accounts

Certificates of Deposit

IRAs

Online Banking

Mobile Banking

Instant-Issue Debit Cards



Account Checklist

Use the most recent statement from your former bank account to list all of the companies which have direct deposits and automatic deductions through your account.

Diamond Bank Account Information

Routing Number: 082904056

Checking Account #: _____

Savings Account #: _____



Direct Deposits

Automatic Deposits	Account Number	Amount	Date
Employer Payroll			
Government Deposit (Social Security)			
Pension/Retirement Plan			
Investment Deposits			
Transfers from other bank accounts (Savings to Checking)			
Other			

Automatic Payments/Transfers

Automatic Payment or Transfer	Account Number	Amount	Date
Mortgage/Rent			
Car Payment			
Insurance			
Gas			
Electric			
Water			
Phone			
Cell Phone			
Cable/Satellite TV			
Garbage			
Internet			
Gym Membership			
Credit Cards			
Daycare			
Investments			
IRA/Retirement			
Church/Non-Profit			
Other			
Other			

How much money do I have available to deposit?

This sheet will help you determine the amount of money you can deposit into your new Diamond Bank Account from your old account.

1. Former Bank Name: _____

Account Number: _____

Current Balance from the most recent statement: \$ _____

List Deposits that do not appear on the statement:

Date: ____ / ____ / ____ \$ _____

Date: ____ / ____ / ____ \$ _____

Date: ____ / ____ / ____ \$ _____

Date: ____ / ____ / ____ \$ _____

Add your current balance and recent deposits together: **1** \$ _____

2. List all outstanding checks, withdrawals and any automatic deductions that do not appear on your statement.

Description: _____ Date: ____ / ____ / ____ \$ _____

Description: _____ Date: ____ / ____ / ____ \$ _____

Description: _____ Date: ____ / ____ / ____ \$ _____

Description: _____ Date: ____ / ____ / ____ \$ _____

Description: _____ Date: ____ / ____ / ____ \$ _____

Description: _____ Date: ____ / ____ / ____ \$ _____

Add up these outstanding items: **2** \$ _____

THIS IS THE AMOUNT YOU SHOULD LEAVE IN YOUR OLD ACCOUNT

Subtract **AMOUNT 1** from **AMOUNT 2** **1** \$ _____

2 \$ _____

AMOUNT YOU CAN DEPOSIT IN YOUR NEW DIAMOND BANK ACCOUNT \$ _____

AUTO-PAYMENT & DIRECT DEPOSIT SWITCH LETTER



Fill In



**Attach a
Voided Check**



Submit

Company Name: _____

Company Address: _____

City/State: _____ Zip Code: _____

To Whom It May Concern:

I have recently changed banks and would like to request that all of my transactions with your company be switched to my new account. Please stop all current transactions from my old account and begin using my new Diamond Bank account.

All information pertaining to my Diamond Bank account is below. If you have any questions about this request, please contact me immediately at the number listed below.

Thank you for your assistance in this matter!

Name: _____ Phone: _____ Social Security #: _____

Address: _____ City/State: _____ Zip Code: _____

Old Bank Name: _____ Routing #: _____ Account #: _____

New Bank Name: **Diamond Bank** Routing #: **082904056**

Checking Account #: _____ Savings Account #: _____

I authorize your company to initiate credit and/or debit entries to my account at Diamond Bank. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act. If you have any questions, please contact me at the number listed above.

Signature: _____ **Date:** _____



Diamond Bank[®]

www.diamond.bank





AUTO-PAY & DIRECT DEPOSIT

(Notified Companies Checklist)



This form will help you keep track of the companies that you have notified about Direct Deposits & Automatic Payments. It will help you know when to follow-up with these companies if the transaction has not been changed.

Direct Deposits/Automatic Payments

Company Name: _____ Phone #: _____

Date Request Made: ____/____/____ Estimated Completion Date: ____/____/____

Letter Mailed: ____/____/____

Called On: ____/____/____ Spoke With: _____

Notes: _____

Company Name: _____ Phone #: _____

Date Request Made: ____/____/____ Estimated Completion Date: ____/____/____

Letter Mailed: ____/____/____

Called On: ____/____/____ Spoke With: _____

Notes: _____

Company Name: _____ Phone #: _____

Date Request Made: ____/____/____ Estimated Completion Date: ____/____/____

Letter Mailed: ____/____/____

Called On: ____/____/____ Spoke With: _____

Notes: _____

Company Name: _____ Phone #: _____

Date Request Made: ____/____/____ Estimated Completion Date: ____/____/____

Letter Mailed: ____/____/____

Called On: ____/____/____ Spoke With: _____

Notes: _____

ACCOUNT CLOSING NOTIFICATION FORM



Fill In



Sign & Date



Submit

Use this form to notify your former bank that you are closing your account.

Former Bank Name: _____

Former Bank Address: _____

City/State: _____ Zip Code: _____

To Whom It May Concern:

I have recently changed banks and would like to close my current account.

Please close my bank account(s) as described below:

Effective: **Immediately**

On ___ / ___ / ___

Account #1

Name on Account: _____ Account Number: _____

Social Security # on Account: _____

Checking

Savings

Money Market

Please send the balance of this account by: Official Check

Account #2

Name on Account: _____ Account Number: _____

Social Security # on Account: _____

Checking

Savings

Money Market

Please send the balance of this account by: Official Check

Mailing Instructions for Official Check

Name: _____ Address: _____

City/State: _____ Zip Code: _____

Thank you for your attention to this matter! If you have any questions, please contact:

Name: _____ Phone #: _____

Primary Authorized Signature: _____ **Date:** ___ / ___ / ___

Secondary Authorized Signature: _____ **Date:** ___ / ___ / ___