



PACIFIC CREST  
SAVINGS BANK

## SWITCH KIT Checklist

This checklist helps you organize the things you need to do when switching your banking relationship to Pacific Crest Savings Bank. Follow these simple steps and you'll soon see the advantage of being a valued customer!

### Open Your Accounts at Pacific Crest Savings Bank

- Open your new accounts: New customers please visit our office at 3500 188th St. SW, Suite 575, Lynnwood. Current customers may call or visit our office. We'll order checks and debit cards for you.
- Switch your direct deposits to your Pacific Crest checking account, using the *Direct Deposit Change Request* form.
- Switch your federal deposits (such as social security) to your Pacific Crest checking account by visiting the government's website, [www.GoDirect.org](http://www.GoDirect.org).
- Enroll in free Online Banking and Bill Payer.
- Switch your automatic payments to be deducted from your Pacific Crest account, using the *Automatic Payment Change Notification* form.

### Close Your Old Account

- Stop using your old account but leave enough money to cover outstanding checks or withdrawals.
- When all outstanding checks have cleared and all automatic withdrawals have been switched to Pacific Crest, close your old account, using the *Account Closure Request* form.
- Destroy any unused checks, deposit slips, and ATM/Debit cards for your old account.

*Thank you for choosing Pacific Crest Savings Bank*



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## DIRECT DEPOSIT CHANGE REQUEST

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Company Name

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From: \_\_\_\_\_  
Account Holder(s)

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Daytime Phone \_\_\_\_\_

### RE: Change of Direct Deposit Routing

Please send my automatic direct deposit to account:

Financial Institution: Pacific Crest Savings Bank

Routing #: 125184610

Account #: \_\_\_\_\_

**Please remit the funds via ACH using the ABA Routing and account number noted above.**

I hereby authorize the organization indicated above to initiate direct deposit of my funds to my Pacific Crest Savings Bank account. This authorization will remain in effect until I provide written notice of change or cancellation to the originating organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## AUTOMATIC PAYMENT CHANGE NOTIFICATION

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Company Name

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

From: \_\_\_\_\_  
Account Holder(s)

Street Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Daytime Phone \_\_\_\_\_

### RE: Notification to Change Automatic Payment

Please note the change in my automatic payment for account \_\_\_\_\_  
to my new checking account:

Financial Institution: Pacific Crest Savings Bank

Routing #: 125184610 Account #: \_\_\_\_\_

**OR** Debit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ V-Code: \_\_\_\_\_

I hereby authorize the organization indicated above to change my automatic payment effective \_\_\_\_\_  
\_\_\_\_\_. This authorization will remain in effect until I provide written notice of  
change or cancellation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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## ACCOUNT CLOSURE REQUEST

Date: \_\_\_\_\_

To: \_\_\_\_\_  
Financial Institution

\_\_\_\_\_  
Street Address City State Zip

From: \_\_\_\_\_  
Account Holder(s)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code Daytime Phone

### RE: Notification to Close Financial Institution Account

I hereby authorize the closure of my account:

Name on Account: \_\_\_\_\_

Closing Account Number: \_\_\_\_\_

I certify that all checks have cleared the account to be closed and all direct deposits and automatic payments have been stopped. By signing this form, I authorize you to release the funds remaining in my existing account in the form of a cashier's check made out to my new account. Please mail the cashier's check to the address below.

Financial Institution: **Pacific Crest Savings Bank** Routing #: **125184610** Account #: \_\_\_\_\_

Pacific Crest Savings Bank  
3500 188th St. SW, Suite 575, Lynnwood, WA 98037

\_\_\_\_\_  
Primary Signature Date

\_\_\_\_\_  
Joint Signature (if applicable) Date

\_\_\_\_\_  
Joint Signature (if applicable) Date