



# The Switch List

**Friend**  
BANKING TRUE TO YOU

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

- Recent bank statement with your existing bank account number(s)
- New Friend Bank account number(s)
- Friend Bank routing number: 062102221
- Form 1—Account Closing Notification
- Follow up to ensure all checks have cleared on your existing account
- Double check maturity dates if transferring a Certificate of Deposit in order to avoid possible penalties

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

- New Friend Bank account number(s)
- Friend Bank routing number: 062102221
- Form 2—Direct Deposit Request

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

- New Friend Bank account numbers
- Friend Bank routing number: 062102221
- Visit [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm) or call 1-800-772-1213 to change your social security deposit

## To change your automatic payment or withdrawal, you will need:

- Recent statement from merchant/company
- New Friend Bank account number(s)
- Friend Bank routing number: 062102221
- Form 3—Automatic Payment Request
- Complete a form for each merchant/company that debits money from your account

## To change your online payments and/or set up Friend Bank Bill Pay, you will need:

- Recent statement from merchant/company
- Form 4—Friend Bank Bill Pay Checklist



FORM I

# Account Closing

**Friend**  
BANKING TRUE TO YOU

To: \_\_\_\_\_

Bank Name \_\_\_\_\_ Bank Address \_\_\_\_\_

Bank City \_\_\_\_\_ Bank State, Zip \_\_\_\_\_

Account Number \_\_\_\_\_ Checking Savings Money Market Other

Account Number \_\_\_\_\_ Checking Savings Money Market Other

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Account Number \_\_\_\_\_ Checking Savings Money Market Other

Please send any remaining funds in the accounts listed to the following address:  
Friend Bank, Post Office Box 640, Slocomb, AL 36375

Deposit Instructions:

Deposit entire amount to checking/savings account number: \_\_\_\_\_ OR

Deposit \$ \_\_\_\_\_ to checking/savings account number: \_\_\_\_\_ AND

the remainder to checking/savings account number \_\_\_\_\_ .

From:

Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_

State, Zip \_\_\_\_\_ Telephone Number \_\_\_\_\_ SSN# \_\_\_\_\_

I authorize:

The listed entity to close the account(s) listed here.

The transfer of funds to my Friend Bank checking and/or savings account(s)

Friend Bank to credit deposits to my account(s) as specified

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



**FRIENDBANK.NET**

SLOCOMB | HARTFORD | GENEVA | DOTHAN | NEWTON



FORM 2

# Direct Deposit Request



To: Payroll Department

Employer/ Company Name: \_\_\_\_\_

From: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Subject: Payroll Direct Deposit

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

Establish new authorization for Direct Deposit

Change my existing authorization

### Deposit Instructions:

Deposit entire amount to checking/savings account number: \_\_\_\_\_ OR

Deposit \$ \_\_\_\_\_ to checking/savings account number: \_\_\_\_\_ AND

the remainder to checking/savings account number: \_\_\_\_\_.

Friend Bank Bank Routing#: 062102221

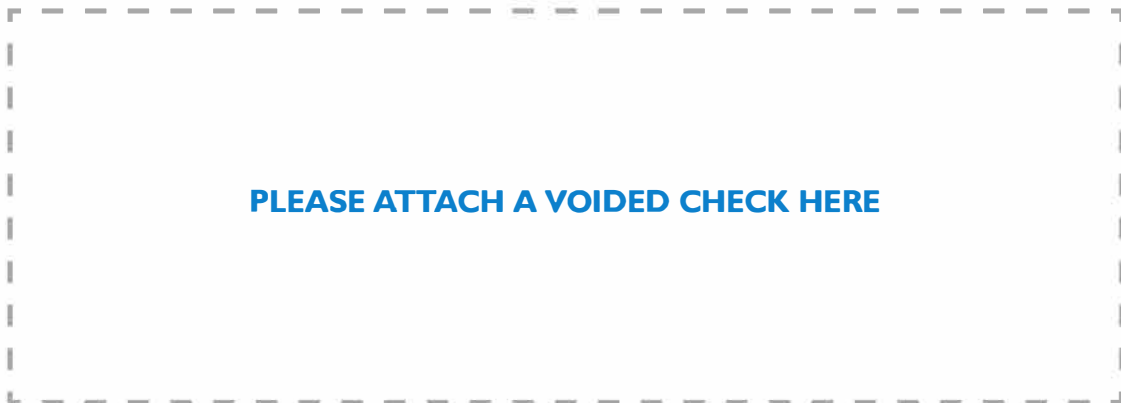
I authorize:

The listed employer/company to change deposits of my funds to my Friend Bank checking or savings account.

Friend Bank to credit funds to my account(s).

This authorization to remain in effect until I provide written notice of change or cancellation.

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



PLEASE ATTACH A VOIDED CHECK HERE





# Automatic Payment Request



Establish Automatic Payment

Change my existing Automatic Payment

**Automatic Payment Information:**

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

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

Payment Amount: \$ \_\_\_\_\_

**Personal Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

**Banking Account Information**

Account Type:     Checking     Savings     Money Market

Friend Bank Account #: \_\_\_\_\_

Friend Bank Routing#: 062102221

**I authorize:**

The Company listed to initiate withdrawal of my funds from the above Friend Bank Account  
Friend Bank to debit funds from my account

This authorization to remain in effect until I provide written notice of change or cancellation

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



FORM 4

# Bill Pay List



**We've made it easy to move all your online payments to Bill Pay!**

Just use this helpful checklist to remember all the bills you currently have. If you don't already have online payments set up to any of the merchants/companies below, now is the time to do so! Bill Pay is a powerful tool for managing monthly payments, and it's FREE with your Friend Bank personal checking account!

Mortgage/Rent

Auto Club (AAA, Onstar, etc.)

Home/Renter's Insurance

Gym Membership

Auto Loan /Lease

Credit Card

Auto Insurance Department Store

Loans (Personal, Student, etc.)

Health/Life Insurance

Transportation/Parking

Electricity/Gas Company

Savings/Investments/Annuity

Water

Cable TV

Magazine Subscription

Other \_\_\_\_\_

Home/Cellular Phone

Long Distance