

Step  
ONE

## Application For New Checking Account



Please bring the following information to your nearest Citizens Bank & Trust branch to complete this step.

Account Owner info needed :

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◆ **Valid photo ID**    ◆ **SSN or Tax Payer ID**

◆ **Proof of Alabama**

(if address on photo identification is different from current address.)

Joint Account Owner info needed :

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◆ **Same as above.**

The Joint Owner must be present at account opening or come in with Account Owner at a later time to be added to account.



I want to switch my checking  
Account to Citizens Bank & Trust!



Step  
THREE

# Close Your Current Checking Account



Make copies as needed

Name Last	First	Middle	E-mail address <i>-optional</i>		
Street Address		City	State	Zip	
Work Phone <i>-include area code &amp; extension</i>		Home Phone <i>-include area code</i>	Social Security Number		

### Please Transfer My Checking Balance :

All items have cleared my account. ACH the balance of my checking account to my new Citizens Bank & Trust Account:  
 Transfer via ACH \$\_\_\_\_\_ from my checking account to my new Citizens Bank & Trust account:

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New Account #

0 6 2 2 0 6 4 3 1

Citizens Bank & Trust- Routing #



### Please close my account.

\_\_\_\_\_  
Previous Financial Institution

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Account Number to be closed

I am in the process of transferring my account(s) to Citizens Bank & Trust. Please consider this an official notice to close my account(s) with you. I understand that I will need to make sure that all my checks and automatic debits have cleared before completely closing my account(s). I have already made arrangements to switch my direct deposit and automatic debits. Please let me know if you need anything from me before closing my account(s) or if I need to fill out additional forms specific to your financial institution.

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

Step  
FOUR

# Redirect Your Automatic Payment



Make copies as needed

Once you have opened your new Citizens Bank & Trust checking account, please send this form to the company(ies) that receives your automatic payment.

Name Last	First	Middle	E-mail address <i>-optional</i>	
Street Address		City	State	Zip
Work Phone <i>-include area code &amp; extension</i>	Home Phone <i>-include area code</i>	Social Security Number		

Please debit my account:

Please credit to account:

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Account Number

0 6 2 2 0 6 4 3 1

Citizens Bank & Trust- Routing Number

Account Number

Account Description

I authorize the changes in my automatic payment from Citizens Bank & Trust.

Signature \_\_\_\_\_

Date \_\_\_\_\_