

Switch Kit: Transfer Worksheet

This worksheet is intended to help you gather all of the information needed before filling out the online Switch Kit forms. Once that information has been collected, you're ready to switch!
The information you will need to collect:

1. Account Closures/Notification of Account Change

Your previous financial institution information is needed for you to submit a request to close those accounts. Sign and mail the Closure and Notification of Account Change letter(s) only when all ACH direct deposits and automatic debits have been switched and all outstanding checks have cleared. Submitting this request to your previous financial institution before those items being switched will cause a delay in receiving any direct deposits or sending any automatic debits.

Institution	Account Number	Phone	Date Mailed	Date Confirmed	Completed
Old Bank	9876543	479-877-8778			

2. Direct Deposit Change Requests

List any companies who regularly deposit funds into your account. Some common uses of Direct Deposit include payroll, taxes, or expense reimbursements. If this is a joint account with multiple direct deposits, then a form will be necessary for each direct deposit. Customers receiving Social Security benefits need to contact the Social Security Administration at 1-800-772-1213 or go to www.ssa.gov/deposit/howtosign.htm.

Depositor Name/ Address	Phone/Fax
My Employers Name	479-555-1234
123 Street City, State Zip	479-555-5678

Switch Kit Transfer Worksheet (cont.)

3. Automatic Debit (ACH) Account Change Requests

Gather all information on companies that make electronic withdrawals from your account. This includes automatic debits (ACH) or automatic charges to your debit and/or credit card. Common uses of automatic debits include rent/mortgage, utilities, phone and cable bills.

Institution	Phone	Account Number	Date Mailed	Date Confirmed	Completed
ABC Electric	479-956-1234	123456			

4. Change Online Bill Payees

If you use the bill pay service at your previous financial institution, then you will need to move your information over manually. Be sure to delete each payee and add them to your Arvest BillPay service. If you have not yet signed up for Arvest BillPay, then sign up within online banking at arvest.com.

List information from your previous bill pay payees

Institution	Phone	Account Number	Auto Scheduled	Amount
ABC Electric	479-956-1234	123456		