



EASY SWITCH KIT

Interested in switching your account to Tri-Parish Bank, but not sure where to begin? That's why we developed the Easy Switch Kit. These days we all have busy lives, so here at Tri-Parish Bank we are always looking for ways to make banking with us quick, easy and convenient. The Easy Switch Kit is just one more way we are working to make your life simpler.

Once you have opened a new account with Tri-Parish Bank, follow these simple steps to begin the switch process.

Review your old account and determine if you had the following:

Step
1

- Automatic Payments (insurance, health club, utility payment, etc.)
- Automatic/Recurring drafts via debitcard
- Direct Deposits (payroll, social security, etc.)
- Online Banking and Bill Pay

Automatic payments and direct deposits

Step
2

- If you have automatic payments or deposits, complete the *Automatic Payment/Direct Deposit Easy Switch Form* for each payment or deposit
- Maintain the account at your previous bank until you have confirmed that your direct deposit(s) and auto draft(S) have been switched to your new Tri-Parish Bank account

Close-out your old account

Step
3

- Make sure that all checks have cleared
- Complete the Existing Account Closing Notification Form to notify your previous bank that you are closing your account
- Destroy all old checks, deposit slips and cards (atm/debit) associated with the old account

NOTE: If you already receive Social Security or SSI benefits via direct deposit call Social Security Toll-free 1-800-772-1213 or go to www.ssa.gov/deposit/howtosign.htm to inform them of the change in your account

TRI-PARISH BANK

Automatic Payment and Direct Deposit

Easy Switch Form

Company Name

Company Address

City/State/Zip

Switching my automatic payments/direct deposits

I have recently changed banks and would like to have my transactions with your company changed to my new account. Please discontinue transactions from my old account and begin using my new Tri-Parish Bank account.

If you have any questions regarding this request, please contact me. Thank you for your prompt assistance in this matter.

Sincerely,

Primary Authorized Signature (original signature required
to authorize change)

Date

Secondary Authorized Signature (original signature required
to authorize change)

Date

Name

Phone

Social Security Number

Address

City/State/Zip

Old Bank Name

Routing Number

Account Number

Tri-Parish Bank

New Bank Name

065204472

Routing Number

Account Number

****Please attach a voided check or deposit slip from your NEW ACCOUNT at Tri-Parish Bank to this page ****

Tri-Parish Bank
Existing Account Closing
Easy Notification Form

Old Bank Name

Old Bank Address

City/State/Zip

Close My Account

I have recently changed banks and would like you to close the account below immediately.

Account Name

Account Number

Please transfer any remaining balance via check or wire to Tri-Parish Bank:

By Check: Tri-Parish Bank
Attn. New Accounts
P.O. Box 1029
Eunice, La 70535

Electronically: Tri-Parish Bank
Routing Number: 065204472
Account Number: _____

Thank you for your attention to this matter.

Client Signature

Date

TRI-PARISH BANK

Switch Kit Checklist

Keep this checklist for your records and for tracking purposes.

1. Change Online Bill Payees

Enroll for Online banking and Bill Pay at www.triparishbank.com. If you use the bill pay service at your previous institution, be sure to cancel each payee and add them to your Tri-Parish Bank bill pay service.

2. Direct Deposit Change Requests

Institution: _____ Phone: _____

Date Mailed: _____ Date Confirmed: _____ Completed

Institution: _____ Phone: _____

Date Mailed: _____ Date Confirmed: _____ Completed

3. Automatic Payments and Recurring Debit Card Transaction Change Request

Company: _____ Phone: _____

Date Mailed: _____ Date Confirmed: _____ Completed

Company: _____ Phone: _____

Date Mailed: _____ Date Confirmed: _____ Completed

4. Closure and Notification of Account Change

Institution: _____ Phone: _____

Account #: _____ Date Mailed: _____ Date Confirmed: _____

Completed

Institution: _____ Phone: _____

Account #: _____ Date Mailed: _____ Date Confirmed: _____

Completed

Don't forget to destroy: Old Checks ATM/Debit Cards Deposit Slips