

SWITCH KIT

Now, with our Switch Kit, you can move your money from other banks to Heritage Bank by following a few simple steps. Start moving your money today.

STEPS FOR SWITCHING:

STEP 1 – Open your new HB account at your nearest Heritage Bank location. Don't forget to sign up for our Electronic Banking Services!

STEP 2 – Stop using your old checking account(s) and allow outstanding payments and checks to clear the account(s).

STEP 3 – Set your direct deposit(s) by sending the ***Direct Deposit Change Request*** to your employer or your retirement plan along with a voided HB check.

a. You can set up your social security benefits by visiting [GoDirect.gov](https://www.godirect.gov) or calling the Social Security Administration at 800–333–1795.

STEP 4 – Change your automatic payments using the ***Automatic Payment Change Request***. This form can be used for all automatic payments or withdrawals from your accounts. Remember to switch over payments processed through your debit card as well.

STEP 5 – When all your pending payments have cleared your old account and your automatic payments have cleared your new HB account, close your old account using the ***Account Closing Authorization***.

TRACK YOUR PROGRESS:

- Open your new HB account
- Sign up for Online Banking, Bill Pay and e–statements
- Verify there are enough funds in your old account to cover outstanding payments
- Transfer any automatic debit card payments to your new HB debit card
- Contact your direct deposit providers to alert them of your new account.
- Confirm all credits and debits have cleared your old account.
- Confirm all automatic payments have cleared your new HB account.
- Close your old account by sending written notice to your financial institution.



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SWITCH KIT

Use these lists to keep track of which direct deposits and automatic payments have been switched:

DEPOSITS	COMPANY NAME	ACCOUNT NUMBER	DATE SENT	COMPLETED
Payroll				
Payroll				
Pension				
Social Security				
Other				
Other				

AUTOMATIC PAYMENTS	COMPANY NAME	ACCOUNT NUMBER	DATE SENT	COMPLETED
Mortgage / Rent				
Car				
Insurance				
Telephone / Cell phone				
Electricity				
Gas				
Water				
Cable				
Streaming Services				
Internet Services				
Other				



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DIRECT DEPOSIT CHANGE REQUEST

Change New

Company Information

Name Date

Address

City, State, Zip code Phone

I have closed account number _____ at _____,
and hereby authorize the transfer for my direct deposit to my new bank, Heritage Bank, and submit this
letter as written notification.

Deposit Instructions

Financial Institution: Heritage Bank

Routing Number: 265470158

Deposit the entire amount into account number _____

Deposit \$ _____ into account number _____ and
the remainder into account number: _____.

I authorize:

- The above listed entity to initiate deposit of my funds into my Heritage Bank account(s)
- Heritage Bank to credit entries to my account
- The notice to remain in effect until I send written notice of change or cancellation

Signature Date

Printed Name

*Attach a voided check copy



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AUTOMATIC PAYMENT CHANGE REQUEST

Complete a separate form for each payment. This form may be copied. Don't forget that many automatic payments can be set up directly through Heritage Bank's Online Bill Pay!

Change **New**

Company Information

Name Date

Address

City, State, Zip code Phone

Vendor / Payee Information (Complete as much as possible)

Name Date

Address

City, State, Zip code Phone

New Bank Information

Financial Institution: Heritage Bank

Routing Number: 265470158

Account Number: _____ **Checking** **Savings**

Effective immediately, I authorize the above referenced Vendor/Payee and Heritage Bank to initiate entries into my Heritage Bank account. This authorization will remain in effect until I notify the referenced vendor in writing to cancel this request within a reasonable amount of time.

Signature Date

Printed Name



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ACCOUNT CLOSING AUTHORIZATION

To: _____
(Current Financial Institution)

From:

Name Date

Address

City, State, Zip code Phone

Vendor / Payee Information (Complete as much as possible)

Account Number: _____ Checking Savings Other

Account Number: _____ Checking Savings Other

Account Number: _____ Checking Savings Other

Account Number: _____ Checking Savings Other

I hereby authorize the above listed account(s) be closed. Please mail any remaining funds in these accounts to:

Me, at the above listed address or

Heritage Bank
Attn: Customer Service
205 N. Columbia Street
Covington, LA 70433

HB account number to be credited: _____

Primary Account Holder Signature Date

Printed Name

Primary Account Holder Signature Date

Printed Name