

# *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 up 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 the financial institution the account is held



**Heritage Bank**  
of St. Tammany | est. 1924



# *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				



**Heritage Bank**  
of St. Tammany | est. 1924





**Heritage Bank**  
of St. Tammany | est.1924



## DIRECT DEPOSIT CHANGE REQUEST

☐ Change   ☐ New

### Individual 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



**Heritage Bank**  
of St. Tammany | est.1924



## 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**

### Customer 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



**Heritage Bank**  
of St. Tammany | est.1924



## ACCOUNT CLOSING AUTHORIZATION

To: \_\_\_\_\_  
(Financial Institution)

### From:

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip code Phone

### Account 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:** \_\_\_\_\_

\_\_\_\_\_  
Account Holder Signature Date

\_\_\_\_\_  
Printed Name