



*Chart Your Success With Us!*

## Switch Kit

Thank you for allowing Charter Bank to earn your business. We understand that you had many options when selecting a financial institution and appreciate the confidence you have shown in us by choosing Charter Bank. On the following pages you will find everything you need to successfully switch your account from your current financial institution to Charter Bank.

After completing these simple steps, you will have successfully completed your switch to Charter Bank.

1. Open your new Charter Bank account with one of our Personal Bankers.
2. Stop using the account at the financial institution you are switching from, this account should be left open with enough funds for all automatic payments, direct deposits and checks to clear for about one month during your successful switch to Charter Bank
3. Change all of your direct deposits and automatic payments to your new Charter Bank account via our letter to assist you in this process.
4. Once all of your checks have cleared and all direct deposits and automatic payments have successfully switched to Charter Bank, close your account at your former financial institution.

The process is complete. If there is anything else we can do to make your experience more pleasurable, or if you have any questions or need assistance at any time throughout your transition to Charter Bank, please do not hesitate to call one of our dedicated Personal Bankers at your nearest location.



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## Account Closing Authorization Form

To: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This letter serves as authorization for you to close the account(s) listed below and transfer the account balance(s) plus all accrued interest to Charter Bank (routing number: 073972110) for deposit to my new Charter Bank account number \_\_\_\_\_. Please make the closing check payable to Charter Bank for further credit to this account number. Send checks to:

Charter Bank  
Attn: New Accounts  
455 6th Street  
P.O. Box 550  
Waukee, IA 50263

Immediately close and transfer the balance and accrued interest in the following accounts:

\_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_ Money Market Account# \_\_\_\_\_

\_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_ Money Market Account# \_\_\_\_\_

\_\_\_\_\_ Checking \_\_\_\_\_ Savings \_\_\_\_\_ Money Market Account# \_\_\_\_\_

Thank you,

I/we hereby authorize the above referenced accounts for closure and transfer of funds to Charter Bank.

Account holder signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Account holder signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_





## Automatic Payment Authorization Form

To: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This letter serves as authorization for you to change my/our account information for automatic payments for account number: \_\_\_\_\_ in the name(s) of:

\_\_\_\_\_.

Effective the date of this letter, my/our new account information is:

Account number: \_\_\_\_\_

Bank Routing Number: 073972110

Thank you,

I/we hereby authorize the changes noted above to my account.

Account holder signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Account holder signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_



# Automatic Deposit Authorization Form

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**Type of Automatic Deposit:**

- Employee Payroll       Social Security
- Investment Income     Retirement / Pension
- Other, please specify: \_\_\_\_\_

This letter serves as authorization for you to change my/our account information for automatic deposits for account number: \_\_\_\_\_ in the names of:  
\_\_\_\_\_.

I/we have changed accounts to Charter Bank. Effective the date of this letter, my/our new account information is:

Account number: \_\_\_\_\_

Bank Routing Number: 073972110

Thank you,

I/we hereby authorize the changes noted above to my account.

Account holder signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Account holder signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_





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## Checklist for Direct Deposits

Direct Deposits	Payer	Amount	Date Paid	Account#
Your Pay				
Social Security				
Pension / Retirement				
Investment Income				
Other				
Other				

## Checklist for Automatic Payments and Bill Pay

Payments	Company	Amount	Due Date	Account #
Mortgage or Rent				
Car Loan				
Credit Card				
Credit Card				
Electric / Gas				
Telephone				
Cell Phone				
Water				
Cable				
Internet Service				
Insurance				
Other				
Other				

Social Security Administration  
 Department of Veterans Affairs  
 Charter Bank:  
 Johnston  
 Grimes  
 Waukee

1-800-772-1213  
 1-800-827-1000  
 515-331-2265  
 515-986-2000  
 515-987-1000

[www.ssa.gov](http://www.ssa.gov)  
[www.va.gov](http://www.va.gov)  
[www.charterbanker.com](http://www.charterbanker.com)

