



Switch Kit Forms

Thank you for choosing Union Bank! This is a guide to make your move to Union Bank easy and convenient. We are here to help you. Simply provide our staff with the information in this kit, and we will do the rest.

Switch Kit Checklist

This is a guide to make your move to Union Bank easy and convenient. We are here to help you. Simply provide our staff with the information listed below, and we will do the rest.

To close an account and transfer any remaining funds, you will need:

- Old account number or recent bank statement
- Account Closing/Transfer Request form (provided by Union Bank)
- New account number/routing number (provided by Union Bank)
- Make sure all transactions have cleared on your old account

To change your payroll or direct deposit, you will need:

- Old account number or recent bank statement
- New account number/routing number (provided by Union Bank)
- Direct Deposit Transfer Request form (provided by Union Bank or your employer)

To change your Social Security direct deposit, you will need:

- New checking or savings account and routing numbers (provided by Union Bank)
- Government's standard form 1199A (provided by Union Bank or www.ssa.gov)

To change an automatic payment or withdrawal, you will need:

- Recent statement from vendor
- New checking/savings account number/routing number (provided by Union Bank)
- Automatic Payment/Withdrawal Request form (provided by Union Bank)

To discuss transferring an existing loan or credit card, you will need:

- Recent loan statement with loan account number and remaining balance
- Loan and Credit Card Transfer Worksheet (provided by Union Bank)

To transfer a retirement account, we can arrange for you to meet with a Union Bank Advisor. You will need:

- Recent account statement
- Contact information from your current or former employer
- New account number/routing number (provided by Union Bank)
- Transfer/Distribution form (provided by your current or former employer)

Union Bank

Ph: 919.603.5030

www.unionbanknc.com

Direct Deposit Transfer Request

To have the direct deposit(s) from an old account transferred to your new Union Bank account(s), complete the form on the next page and return to a Union Bank Advisor with your driver's license and Social Security card. You will need a separate form for each depositor (employer, Social Security, VA, etc.). Thank you for choosing Union Bank, and don't hesitate to contact us for assistance if needed.

Direct Deposit Information:

Type of payment (e.g. paycheck, Social Security) _____
Name of company issuing payment _____
Contact name and phone number _____
Company's street address _____
City _____ State _____ Zip _____

Account Holder Information:

Name _____
Phone number _____
Street address _____
City _____ State _____ Zip _____
Joint owner (if applicable) _____
Social Security # _____ Date of Birth _____

Deposit Instructions:

Deposit entire amount to Union Bank account #: _____ or deposit
_____ to Union Bank account #: _____ and the
remainder to Union Bank account #: _____.

Union Bank Routing Information:

P.O. Box 429 • 108 College St. • Oxford, NC 27565
Routing number: 053112673
919.603.5030 • 919-603-5130 f

I hereby authorize future direct deposits to be sent to my new Union Bank account,
effective _____.

Signature _____ Date _____
Joint owner signature _____ Date _____

Original signatures required

Account Closing/Transfer Request

To have your old bank account(s) closed and transfer any remaining account balance(s) to your new Union Bank account(s), complete the form below once all checks have cleared on the account(s) and all direct deposits and automatic payments have been stopped. Then, return it to a representative at your old financial institution. Double check maturity dates if transferring a Certificate of Deposit to avoid possible penalties. Complete a separate form for each financial institution. Thank you for choosing Union Bank, and don't hesitate to contact us for assistance if needed.

Financial Institution Where Accounts Are To Be Closed:

Name of financial institution _____

Street address _____

City _____ State _____ Zip _____

Account _____

Account type Checking Savings Money Market Other _____

Account # _____

Account type Checking Savings Money Market Other _____

Account _____

Account type Checking Savings Money Market Other _____

Account Holder Information:

Name _____

Street address _____

City _____ State _____ Zip _____

Joint owner (if applicable) _____

Balance Instructions:

Deposit entire amount to Union Bank account #: _____ or deposit \$ _____ to Union Bank account # _____ and the remainder to Union Bank account #: _____.

Union Bank Routing Information:

P.O. Box 429 • 108 College St. • Oxford, NC 27565

Routing number: 053112673

919.603.5030 • 919-603-5130 f

I hereby authorize the closing of my checking account, effective: _____. All my checks have cleared the account to be closed and all direct deposits and automatic payments have been stopped.

Signature _____ Date _____

Joint owner signature _____ Date _____

Original signatures required

Loan Transfer Worksheet*

Use the worksheet on the reverse side to list all of the loans that you would like to consider having transferred to Union Bank, and submit it to an Union Bank lender to aid in the loan application process. Thank you for choosing Union Bank, and don't hesitate to contact us for assistance if needed.

Information About Your Loans:

1. Name of financial institution _____

Type of loan _____

Loan account # _____

Remaining balance _____

2. Name of financial institution _____

Type of loan _____

Loan account # _____

Remaining balance _____

3. Name of financial institution _____

Type of loan _____

Loan account # _____

Remaining balance _____

Account Holder Information:

Name _____

Street address _____

City _____ State _____ Zip _____

Social Security # _____ Phone _____

** Subject to credit approval. This worksheet does not take the place of an Union Bank loan application. Please contact an Union Bank lender to apply for a loan.*