

### Switch to Metro Bank

Thank you for choosing Metro Bank for your banking needs.

We want to make switching banks as easy as possible for you. We have created this Switch Kit to assist you in moving your money and banking services.

Just look through this kit and choose the forms that apply to you. We will be happy to assist you with the completion of these forms. We have attached a checklist to this letter to make things easier for you.

If there is anything we can do to help, please do not hesitate to call us at 770-489-4443 to speak with one of our representatives or stop by our office at 7475 Douglas Blvd., Suite 206, Douglasville, Ga. 30135.

We promise to make this a smooth transition.

### Switch Banking Made Easy Checklist

Follow these simple steps to move your banking relationship to Metro Bank.

1. Open a Metro Bank checking account. We will assist you in opening an account that best fits your banking needs.
2. Stop using your previous checking account. Allow time for outstanding checks and debits to clear. Destroy your ATM and/or debit card(s) and any unused checks and deposit slips.
3. Move your direct deposit(s) to Metro Bank. Notify anyone making direct deposits to your previous account of your new Metro Bank information. You will find a direct deposit authorization form in this kit to assist you with the notification.
4. Transfer any automatic payments and debits to Metro Bank. Notify anyone deducting automatic payments (mortgage, insurance, gym dues, etc) from your previous account of your Metro Bank information. You will find an Automatic Payment Form in this kit to assist you in quickly making this switch.
5. Close your previous checking account. After all your direct deposits have been switched and all checks and automatic payments/debits have cleared, close your previous checking account. You will find a Close Account Form in this kit to notify your previous bank of your decision to close your account(s).
6. Cancel all recurring bill payments in online banking with previous bank and sign up for Online/Bill Pay with Metro Bank.

If you have any questions during this process, we are always here to assist you at 770-489-4443. You may also visit our branch or website [www.metrobankga.com](http://www.metrobankga.com)



## Instructions and Forms

Included in this kit are forms that will assist you to make your switch quickly to Metro Bank. Just complete and send these forms to the appropriate contacts to have automatic payment drafts and direct deposits moved to Metro Bank. We will be happy to assist you with this.

### New Account Information

Simply complete the New Account Information Sheet then visit any Metro Bank location to open your new account. Douglasville Branch located at : 7475 Douglas Blvd Ste 206  
Douglasville, Ga. 30135  
770-489-4443

### Direct Deposit Form

Use the Direct Deposit Form to establish direct deposit or change direct deposit from accounts at other banks to Metro Bank account(s). Use one copy for each direct deposit you need to set up.

New Metro Bank Account # \_\_\_\_\_

Metro Bank Routing # \_\_\_\_\_

For Social Security direct deposits call the Social Security Administration at 800-772-1213 or go to [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm)

### Automatic Payment Request

Use the Automatic Payment Request to set up automatic payments from your new Metro Bank account. Use one copy to notify each merchant of your new bank information. Submit to each company or bring it by our office and we can assist you.

### Account Closing Request

Use the Account Closing Request Form to close accounts at other banks. You can use one for all accounts at the same financial institution. If accounts are at separate financial institutions please use a separate form for each bank. Once your direct deposit(s) have been switched and all checks and automatic payment/debit(s) have cleared. You can bring in completed form and will be glad to submit it to your previous bank or you can simply take it into your former bank.

### Online Banking and Bill Pay

Complete the online banking request form. If you want bill pay and you currently have bill pay then simply print out all your existing accounts which you have setup and we will be glad to set these up for you at Metro Bank.

