

## Account Switch Kit

We know how busy you are, so we have made it very convenient for you to switch your accounts to United Cumberland Bank. Follow the four easy steps in this switch kit and will allow us to become “your” bank.

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1

### OPEN A UNITED CUMBERLAND BANK ACCOUNT

Open your account at any branch location.

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2

### BALANCE YOUR OLD ACCOUNT

Use our [Account Balance Worksheet](#) to settle your old account. Once the account is balanced stop using your old account.

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3

### CLOSE YOUR OLD ACCOUNT

Fill out the [Account Closure Request Form](#) to instruct your old bank to close your account. The bank will send a check for any remaining balance per your provided instruction.

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4

### REDIRECT YOUR AUTOMATIC PAYMENTS

Use our [Deposit and Payment Checklist](#), [Automatic Debit Change Form](#) and [Direct Deposit change Form](#) to redirect your automatic payments.

## Account Balance Worksheet

Now that you are a United Cumberland Bank customer it is okay to close your old account. Begin with the checking account balance shown on your most recent bank statement. Be as accurate as possible when completing this form.

1) Enter your current balance on your account statement. \$ \_\_\_\_\_

2) List the amounts of deposits made on your last statement:

DATE	AMOUNT
_____	_____
_____	_____
_____	_____

Enter the total of the deposits: +\$ \_\_\_\_\_

3) Subtotal by adding steps 1 and 2. - \$ \_\_\_\_\_

4) List all outstanding debits.

*All checks, transfers, withdrawals that do not appear on your statement. Include any debit card purchases, ATM withdrawals, automatic debits and any other fees.*

DATE	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Enter the total of the debits: - \$ \_\_\_\_\_

5) Subtract Step 4 from Step 3.

*This amount should match your checkbook register balance.*

= \$ \_\_\_\_\_

**Note: All pending transactions must be cleared before the account is closed.**

## Account Closure Request

Complete this form to request that your current bank account be closed. Once completed, mail the form(s) directly to your current bank.

Dear Sir or Madam,

I hereby request that the following account(s) with you be closed:

Account Number \_\_\_\_\_  
Checking \_\_\_\_ Savings\_\_\_\_ Other\_\_\_\_\_

Account Number \_\_\_\_\_  
Checking \_\_\_\_ Savings\_\_\_\_ Other\_\_\_\_\_

Account Number \_\_\_\_\_  
Checking \_\_\_\_ Savings\_\_\_\_ Other\_\_\_\_\_

Account Number \_\_\_\_\_  
Checking \_\_\_\_ Savings\_\_\_\_ Other\_\_\_\_\_

Please prepare a cashier's check for the balance of my account payable to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If you have any questions or if there is a penalty or fee please contact me at;

\_\_\_\_\_

Thank you for your attention to this matter.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Joint Account Holder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Deposit and Payment Checklist

To make the process easier we've provided the following checklist to make sure all of your direct deposits and automatic payments get redirected to your new United Cumberland Bank account.

### DirECT DEpOSiTS

- Payroll Direct Deposits
- Government Deposits
- Brokerage Deposits
- Transfers from Other Bank Accounts
- Child Support
- Other Court Issued Deposits
- Other Deposits

### UTiLiTy pAyMENTS

- Gas
- Electric
- Local/Long Distance Telephone Service
- Cellular Phone Service
- Water
- Cable or Satellite TV
- Other

### OTHer pAyMENTS

- Insurance
- Internet Service
- Loans
- Mortgages
- Auto Loans
- Other Loans
- Account Transfers to Other Bank Accounts
- Child Support or Court Ordered Payments
- Other

McCreary County  
606-376-5031

Scott County  
423-569-6313

Campbell County  
423-562-5151

Pulaski County  
606-492-1800



[www.unitedcumberlandbank.com](http://www.unitedcumberlandbank.com)

## Direct Deposit Change Form

Complete this form and submit to your employer's Human Resources or Payroll department.

I (Name) \_\_\_\_\_

have closed my checking account with (Current Bank) \_\_\_\_\_

effective \_\_\_\_\_.

I hereby authorize my direct deposit to be changed from my current checking account

# \_\_\_\_\_ at \_\_\_\_\_

to my new bank account at United Cumberland Bank as listed below:

Checking Account # \_\_\_\_\_

ABA Routing #042105785

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

Checking Account # \_\_\_\_\_

Amount/Percent to be deposited: \_\_\_\_\_

Savings Account # \_\_\_\_\_

Amount/Percent to be deposited: \_\_\_\_\_

If you have any questions or if there is a penalty or fee please contact me at:

\_\_\_\_\_

Thank you for your attention in this matter.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

[ATTACH NEW UNITED CUMBERLAND BANK VOIDED CHECK HERE](#)

McCreary County  
606-376-5031

Scott County  
423-569-6313

Campbell County  
423-562-5151

Pulaski County  
606-492-1800



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## Automatic Debit Change Form

Complete this form for each company or organization with whom you have arranged for automatic payment. Once completed, mail the form(s) directly to the company or organization.

I (Name) \_\_\_\_\_

have closed my checking account with (Current Bank) \_\_\_\_\_

effective \_\_\_\_\_.

I hereby authorize my automatic withdrawal in the amount of \$ \_\_\_\_\_ to be

changed from my current checking account # \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_ to my new United Cumberland Bank account as listed below.

Checking Account # \_\_\_\_\_

ABA Routing #042105785

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

Amount to be withdrawn: \$ \_\_\_\_\_

Date of withdrawal: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

If you have any questions or if there is a penalty or fee please contact me at:

\_\_\_\_\_

Thank you for your attention in this matter.

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Joint Account Holder's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ATTACH NEW UNITED CUMBERLAND BANK VOIDED CHECK HERE**

