



# SWITCH KIT

## Switching your accounts to DBC only takes a few easy steps!

1. Open your new Durden Banking Company, Inc. account at the nearest DBC location.
2. Stop using your old checking account(s) and allow outstanding payments and checks to clear the account(s).
3. Set up your direct deposit(s) by sending the **Authorization to change Direct Deposit/Automatic Deposits (Form 1)** to your employer or your retirement plan along with a voided DBC check.  
\*\*You can set up Social Security Benefits by visiting [GoDirect.gov](http://GoDirect.gov) or calling the Social Security Administration at 800-333-1795.\*\*
4. Change your automatic payments/drafts/transfers using the **Authorization to Change Automatic Payments/Drafts/Transfers (Form 2)**. This form can be used for all automatic payments or withdrawals from your account. Remember to switch over payments processed through your debit card as well.
5. When all of your pending payments have cleared your old account and your automatic payments have cleared your new Durden Banking Company, Inc. account, close your old account using the **Authorization to Close Checking Account (Form 3)**.

## Track your Progress:

- Open your new DBC 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 payments to your new DBC account
- 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 DBC account
- Close your old account by sending written notice to your bank

## QUESTIONS?

Call or Stop by any  
of our 4 locations

318 South Main Street  
Swainsboro, GA 30401  
478-237-2121

111 North Railroad Avenue  
Twin City, GA 30471  
478-763-2121

815 Highway 25 North  
Millen, GA 30442  
478-249-1221

900 South Lewis Street  
Metter, GA 30439  
912-685-2265

**[WWW.DurdenBC.com](http://WWW.DurdenBC.com)**



Use this list to keep track of which direct deposits and drafts/automatic payments have been switched to your new Durden Banking Company, Inc. account:

Deposits	Company Name	Account Number	Date Sent	✓
Payroll				
Payroll				
Pension				
Social Security				
Tax Refund				
Annual Government Payments				
Other				

Drafts	Company Name	Account Number	Date Sent	✓
Mortgage/Rent				
Car				
Car				
Insurance				
Insurance				
Telephone				
Cell Phone				
Electricity				
Gas				
Water				
Cable/Satellite				
Internet Service				
Other				
Other				

# Form 1



## Authorization to Change Direct Deposit/Automatic Deposits

Durden Banking Company, Inc. is pleased that you have chosen us as your bank. We want to help make it as easy as possible to change direct deposits from your previous bank to your new account at Durden Banking Company, Inc.

For each direct/automatic deposit that needs to be “switched”

- **Contact** each company with whom you have a direct deposit and verify the form supplied in this switch kit meets their requirements. Some companies require their own standard form.
- **Complete** the requested information below and sign where indicated. Your original signature is required to authorize the transfer from your previous bank to Durden Banking Company, Inc.
- **Print** as many copies of this form as needed. Notify each company with whom you have direct deposits that you are changing banks.
- **Attach** a voided check to this form to verify your account number with Durden Banking Company, Inc.
- **Mail** an original form with attached voided check to each company for notification of your change to Durden Banking Company, Inc.
- **Allow** sufficient time for the change to take place. Depending on the timing, your direct deposit may go to your previous bank one more time, after your request.

<b>My checking account at the following institution has been closed.</b>			
Name of Previous Bank			
Previous ABA Routing Number		Previous Account Number	
Name on Account			
Social Security Number			
Phone Number			
<b>Please establish direct deposit into my Durden Banking Company, Inc. checking account. I have enclosed a voided check to verify my new Durden Banking Company, Inc. account number.</b>			
New ABA Routing Number	061211443	New Account Number	
Signature (s)		Date	

# Form 2



## Authorization to Change Automatic Payments/Drafts/Transfers

Durden Banking Company, Inc. is pleased that you have chosen us as your bank. We want to help make it as easy as possible to change drafts/automatic payments drawn on your previous bank to your new account at Durden Banking Company, Inc.

For each automatic payment/draft/transfer that needs to be “switched”

- **Contact** each company with whom you have an automatic payment and verify the form supplied in this switch kit meets their requirements. Some companies require their own standard form.
- **Complete** the requested information below and sign where indicated. Your original signature is required to authorize the transfer from your previous bank to Durden Banking Company, Inc.
- **Print** as many copies of this form as needed. Notify each company with whom you have an automatic payment/draft/transfer that you are changing banks.
- **Mail** an original form to each company for notification of the change to Durden Banking Company, Inc.
- **Allow** sufficient time for the change to take place. Depending on the timing, the payment/draft/transfer may be drawn from your previous bank one more time, after your request.

<b>My checking account at the following institution has been closed.</b>			
Name of Previous Bank			
Previous ABA Routing Number		Previous Account Number	
Name on Account			
Social Security Number			
Phone Number			
<b>I hereby authorize automatic payment/draft from my Durden Banking Co., Inc. checking account.</b>			
Company to receive this form			
Account Number at this Company			
Schedule/Frequency			
Amount (Fixed amounts only)			
New ABA Routing Number	061211443	New Account Number	
Signature (s)		Date	

**Form 3**



**Authorization to Close Checking Account**

<b>Please close my account at:</b>	
Name of Previous Bank	
Previous Account Number	
Name on Account	
Social Security Number	
Secondary Name on Account	
Address*	
Phone Number	

\*If address has changed, your current bank may require additional documentation.

Please transfer my funds to:

**Durden Banking Company, Inc.**

**Metter Bank**

P.O. Box 160  
Twin City, GA  
30471  
(478)763-2121

P.O. Box 1560  
Swainsboro, GA  
30401  
(478)237-2121

P. O. Box 660  
Millen, GA  
30442  
(478)249-1221

P.O. Box 1160  
Metter, GA  
30439  
(912)685-2265

ABA# 061211443

I hereby authorize you to close and transfer the remaining funds from the above mentioned account to my new account at Durden Banking Company, Inc. Please send a check made payable to me and note on the check that it is for deposit only into Durden Banking Company, Inc. account # \_\_\_\_\_.

Signature – Primary \_\_\_\_\_ Date \_\_\_\_\_

Signature – Secondary \_\_\_\_\_ Date \_\_\_\_\_