



# Make the Switch to Pinnacle Bank today!

Our user friendly switch kit makes it easy for you and your business to join Pinnacle Bank and start enjoying community banking with old-fashioned customer service and high-tech convenience.

Complete these forms and visit any Pinnacle Bank office today to open your account.

## Step 1

- Get ready to switch
- Calculate your balances

## Step 2

- Establish direct deposit
- Redirect automatic payments

## Step 3

- Complete the switch kit checklist
- Close your existing account

**For help, please call 386-774-0977 or 407-331-3007, visit any Pinnacle Bank office, or go to [www.pinnaclebank-fl.com](http://www.pinnaclebank-fl.com)**





## Get Ready to Switch

Identify automatic deposits and automatic payments that you'll be switching to Pinnacle Bank.

### Your new Pinnacle Bank account information for quick reference:

Pinnacle Bank Account Number: \_\_\_\_\_  
 Pinnacle Bank ABA Routing Number: 063114661  
 Pinnacle Bank Address (check one):  
 1113 Saxon Blvd., Orange City, FL 32763  
 485 S. Ronald Reagan Blvd., Longwood, FL 32750

### Use the most recent bank statement from your former account and list companies which have automatic deposits or payments through your account:

#### Automatic Deposits (i.e. payroll, social security, and dividend payments)

Date	Company Name	Account Number	Deposit Amount*

\*Amounts may vary

#### Automatic Payments (i.e. mortgage payments, insurance premiums and fitness club memberships)

Date	Company Name	Account Number	Payment Amount*

\*Amounts may vary

### Record your former bank account number and ABA routing number for quick reference.

Former Bank Name \_\_\_\_\_

Account # \_\_\_\_\_ ABA Routing #\*\* \_\_\_\_\_

#### Contact each company

Get the address of the main accounting office from each company where you should send the notice of change. Some companies have this information available on their website or billing statements. Make sure no other forms are required.



\*\*ABA Routing #- This is the first group of nine (9) numbers found at the bottom of your checks.

## Calculate Your Balances

Balance your old account to determine the balance needed to cover outstanding checks, ATM withdrawals, debit card purchases and any other transactions.

### Helpful Hints:

- Be accurate. Use all receipts and your last check register to identify items not on your statement.
- Don't close your former account immediately! It may take up to two statement cycles for all checks to clear.
- Need more space? If you have more than one account, please print additional forms as needed.

**Former Bank Name:** \_\_\_\_\_ **Account #:** \_\_\_\_\_

Enter the current balance from your most recent statement: \$ \_\_\_\_\_

List deposits that do not appear on the statement:

Date: \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_

Add your current balance and recent deposits together:

**1.** \$ \_\_\_\_\_

**List all outstanding checks, ATM withdrawals, debit card purchases and any automatic payments that do not appear on your statement:**

Description: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_

Description: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_

Description: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_

Description: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_

Description: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_

Description: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ \$ \_\_\_\_\_

Add up these outstanding items:

**2.** \$ \_\_\_\_\_

**THIS IS THE AMOUNT YOU  
SHOULD LEAVE  
IN YOUR FORMER ACCOUNT**

**Subtract Amount 2 from Amount 1**

Amount from **1** \$ \_\_\_\_\_

Amount from **2** \$ \_\_\_\_\_

\$ \_\_\_\_\_

**THIS IS THE AMOUNT YOU CAN  
DEPOSIT INTO YOUR  
NEW PINNACLE BANK ACCOUNT**



## Establish Direct Deposit

Request companies to redirect recurring automatic deposits such as payroll, Social Security, dividends, annuities, or other periodic distributions into your Pinnacle Bank account.

### Follow these easy steps:

- Complete, sign and date this form.
- Attach a voided check from your new Pinnacle Bank account.
- Submit this form to each company/organization that is currently authorized to make automatic deposits to your account.
- Confirm that your automatic deposit is being deposited into your new Pinnacle Bank account by checking your Pinnacle Bank statement. Sign up and log onto your online account at [www.pinnaclebank-fl.com](http://www.pinnaclebank-fl.com) or call at 386-774-0977 or 407-331-3007.

#### Reminder

- Some companies or organizations, like the Social Security Administration, may require a special form. Contact the company or income source to make sure no other forms are required. For your reference, the Social Security Administration phone number is (800) 772-1213.
- Automatic deposits should take effect within three deposit periods. Keep your former account open until all automatic deposits have been switched to your Pinnacle Bank account. If you don't see the deposit by this time, please contact the company.

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

#### To Whom It May Concern:

I recently changed banks and request that my automatic deposit be switched to my new account at Pinnacle Bank.

Name on account: \_\_\_\_\_

Identifying number with your company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Please switch my automatic deposits to this account:**  Checking  Savings

Pinnacle Bank Account Number: \_\_\_\_\_

Pinnacle Bank ABA Routing Number: **063114661**

Effective:  Immediate

On \_\_\_/\_\_\_/\_\_\_

Address:  1113 Saxon Blvd., Orange City, FL 32763

(check one)

485 S. Ronald Reagan Blvd., Longwood, FL 32750

I authorize your company to initiate credit entries to my account at Pinnacle Bank.

I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act.

If you have any questions, please call me at the number listed above.

**Signature:** \_\_\_\_\_

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



## Redirect Automatic Payments

Inform companies to have payments automatically deducted from your new Pinnacle Bank account. (i.e. mortgage, payments, insurance premiums, fitness club membership, etc.)

### Follow these easy steps:

- Complete, sign and date this form.
- Attach a voided check from your new Pinnacle Bank account.
- Submit this form to each company/organization that is currently authorized to deduct automatic payments from your account.
- Confirm that your automatic payment is being deducted from your new Pinnacle Bank account by checking your Pinnacle Bank statement. Sign up and log onto your online account at [www.pinnaclebank-fl.com](http://www.pinnaclebank-fl.com) or call at 386-774-0977 or 407-331-3007. Automatic payments should take effect within three statement periods. Keep your former account open until all automatic payments have been switched to your Pinnacle Bank account. If you don't see the payments by this time, please contact the company.

#### Reminder

Some companies or organizations may require a special form. Contact the company or income source to make sure no other forms are required.

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

\_\_\_\_\_

#### To Whom It May Concern:

I recently changed banks and request that my automatic payments be switched to my new account at Pinnacle Bank.

Name on account: \_\_\_\_\_

My account number with your company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Please switch my automatic payments from this account:**  Checking  Savings

Pinnacle Bank Account Number: \_\_\_\_\_

Pinnacle Bank ABA Routing Number: **063114661**

Effective:  Immediate

On \_\_\_/\_\_\_/\_\_\_

Address:  1113 Saxon Blvd., Orange City, FL 32763

(check one)

485 S. Ronald Reagan Blvd., Longwood, FL 32750

I authorize your company to initiate debit entries to my account at Pinnacle Bank.

I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act.

If you have any questions, please call me at the number listed above.

**Signature:** \_\_\_\_\_

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

## Switch Kit Checklist

This form will help you verify the transactions you are moving to your new Pinnacle Bank account. As you request to transfer each automatic deposit or automatic deduction, use this form to determine when to follow up.

### Automatic Deposits

Generally, automatic deposits take effect within three deposit periods. If you don't see the switch by then, contact the company.

**Company Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Date Request Made: \_\_\_/\_\_\_/\_\_\_ Estimated Completion Date: \_\_\_/\_\_\_/\_\_\_

Letter Mailed       Called (who you spoke to): \_\_\_\_\_

Completed      Notes: \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Date Request Made: \_\_\_/\_\_\_/\_\_\_ Estimated Completion Date: \_\_\_/\_\_\_/\_\_\_

Letter Mailed       Called (who you spoke to): \_\_\_\_\_

Completed      Notes: \_\_\_\_\_

### Automatic Payments

Generally, automatic payments normally take effect within three withdrawal periods. If you don't see the switch by then, contact the company.

**Company Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Date Request Made: \_\_\_/\_\_\_/\_\_\_ Estimated Completion Date: \_\_\_/\_\_\_/\_\_\_

Letter Mailed       Called (who you spoke to): \_\_\_\_\_

Completed      Notes: \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Date Request Made: \_\_\_/\_\_\_/\_\_\_ Estimated Completion Date: \_\_\_/\_\_\_/\_\_\_

Letter Mailed       Called (who you spoke to): \_\_\_\_\_

Completed      Notes: \_\_\_\_\_

**Company Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

Date Request Made: \_\_\_/\_\_\_/\_\_\_ Estimated Completion Date: \_\_\_/\_\_\_/\_\_\_

Letter Mailed       Called (who you spoke to): \_\_\_\_\_

Completed      Notes: \_\_\_\_\_

**Need more space? If you have additional automatic deposits or payments, please print additional forms as needed.**

## Follow these easy steps:

- Complete, sign and date this form. If you have more than two (2) accounts, please print additional forms as needed.
- Send this form to your former bank after all outstanding checks, automatic payments and automatic deposits have cleared.

**Former Bank Name:** \_\_\_\_\_

**Former Bank Address:** \_\_\_\_\_  
\_\_\_\_\_

### To Whom It May Concern:

Please close my bank account(s) as described below: Effective:  Immediately  On \_\_\_/\_\_\_/\_\_\_

#### Account #1

Name on account: \_\_\_\_\_

Account number: \_\_\_\_\_  Checking  Money Market  Savings

Please send the balance of this account by:  Official Check\*  Wire Transfer\*

Please close my bank account (s) as described below: Effective:  Immediately  On \_\_\_/\_\_\_/\_\_\_

#### Account #2

Name on account: \_\_\_\_\_

Account number: \_\_\_\_\_  Checking  Money Market  Savings

Please send the balance of this account by:  Official Check\*  Wire Transfer\*

### Mailing Instructions for Official Check

Name: \_\_\_\_\_

Address: \_\_\_\_\_

### Wire Transfer Instructions\*

Receiving Bank: SunTrust Bank Routing #: 061000104 Account #: 0215100045144

Further Credit Bank: Pinnacle Bank

Pinnacle Bank Routing #: 063114661

Beneficiary's Name: \_\_\_\_\_ Receiving Account #: \_\_\_\_\_

Beneficiary's Address: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(if needed)