



“SWITCH KIT CHECKLIST”

- Complete the easy Switch Kit
 - New Account Information form (Personal and/or Business)
 - ATM/Visa Debit Card Application (Personal)
 - Automatic Payment/Withdrawal Transfer Request form
 - Direct Deposit Transfer Request form
 - Authorization to Close/Transfer Former Account(s) form

- Come on in with your forms and we'll open your new Community Business Bank account(s). If you prefer, you can mail or fax us the completed forms and a customer service representative will contact you when everything is ready to finalize.

- Make sure all checks have cleared from your current checking account.

- Make sure enough funds are available in your account to cover any automatic payments that may yet need to be withdrawn.

- Double-check maturity dates if transferring a Certificate of Deposit in order to avoid any withdrawal penalties.

- With the information you provide to us on the Authorization to Close/Transfer form, we'll send written notice to your former financial institution that you are closing your account.

- With the information you provide to us on the Automatic Payment/Withdrawal Transfer form, we'll notify those vendors of the change so that the automatic payments start being withdrawn from your new Community Business Bank account.

- With the information you provide to us on the Notice of Change of Direct Deposit, we'll send your written authorization change request to the direct deposit vendors you specify.

- Once your former bank account is closed, you should destroy all remaining blank checks for that account.

Welcome to Community Business Bank

Forsyth County's newest premier community bank where we focus on

developing new relationships, not just new accounts.