



TITANS BANKING

SWITCH KIT

Pinnacle recognizes that changing banks can be a hassle. Setting up direct deposit, switching your automatic payments and closing your old account can sometimes seem tedious. Now that you've partnered with Titans Banking we can help make the transition as smooth as possible. Now get going! This page is a guide for how to use and fill out all the forms provided in this switch kit to help make the process easier. Just make your "to do" checklist below and mail the appropriate letters to notify others of your account change.

STEP ONE

- Open new checking account with Titans Banking.
- Stop using your previous checking account, but keep it open for a month to make sure all your debits and direct deposit make the switch.

STEP TWO

- Complete the [SWITCH CHECKLIST](#) (Page 2) designed to identify all your automatic payments and deposits.

STEP THREE

FOR AUTOMATIC DEBITS (WITHDRAWALS)

- Send the [REQUEST TO CHANGE WITHDRAWAL](#) (Page 3) form to companies with automatic charges to your former account.
- Along with the letter, provide a voided Titans check (or a copy) from your new Titans checking account.

FOR AUTOMATIC (DIRECT) DEPOSITS

Payroll Direct Deposit

- Provide your employer with a voided Titans check (or a copy) from your new Titans checking account and request the change. We've included a [REQUEST TO CHANGE DEPOSIT](#) (Page 4) form.

Government Direct Deposit

- Call them directly or have a Pinnacle associate assist you.
- Have a voided Titans check available in order to provide the routing number and your account number.

Other types of Direct Deposit

- Call the company directly to determine their requirements. If required, send the Request to Change Deposit.
- Provide a voided Titans check (or a copy) from your new Titans checking account.

STEP FOUR

- After verifying that all automatic payments and deposits are now posting to your new Titans checking account and that all outstanding checks have cleared on your former account, send the [REQUEST TO CLOSE ACCOUNT](#) (Page 5) to your former bank.



TITANS BANKING

SWITCH CHECKLIST

Now that you've made the switch to Titans Banking, you'll want to make sure all of your previous direct deposits and automatic payments are redirected to your new Titans checking account. Use this checklist and your most recent statement from your "old" account to quickly identify all the merchants who currently have access to your account.

DIRECT DEPOSITS TO SWITCH

Fill out a [REQUEST TO CHANGE AUTOMATIC DEPOSIT](#) form for each marked box.

- Your Employer
- Government Deposit (i.e., Social Security)
- Brokerage Deposits (i.e., dividends, interest)
- Transfers from other bank accounts (i.e., savings, checking, money market)
- Child support or other court-issued deposits
- Other _____

AUTOMATIC DEBITS (WITHDRAWALS) TO SWITCH

There are two types of automatic payments. Some are setup as "Bill Pay" in your current online banking account. Others are automatic payments established in your service provider's (e.g. power company) online account management tool.

Use the checklist below to mark "Bill Pay" payments that you should switch in online banking. For other automatic payments, use the worksheet at the end of this Switch Kit and a [REQUEST TO CHANGE AUTOMATIC WITHDRAWAL](#) form for each payment.

UTILITIES

- Gas
- Electric
- Phone Service
- Water
- Cable/Satellite TV/Internet
- Other _____
- Other _____
- Other _____

OTHER PAYMENTS

- | | |
|--|--|
| <input type="checkbox"/> Loans (i.e., car, home equity, credit card) | <input type="checkbox"/> Insurance |
| <input type="checkbox"/> Mortgages | <input type="checkbox"/> Cellular Phone Service |
| <input type="checkbox"/> Child support or court-issued payments | <input type="checkbox"/> Other (i.e., gym membership, monthly subscriptions, etc.) |
| <input type="checkbox"/> Brokerage – automatic payments | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Account transfers to other bank accounts | <input type="checkbox"/> Other _____ |
| | <input type="checkbox"/> Other _____ |
| | <input type="checkbox"/> Other _____ |



TITANS BANKING

CHANGE MY AUTOMATIC WITHDRAWAL

(Please Print)

Date _____

To: _____
(company name here)

PLEASE BE ADVISED THAT I HAVE RECENTLY CHANGED MY BANKING ACCOUNT TO PINNACLE FINANCIAL PARTNERS.

Customer Name _____
(person paying bill)

Address _____

City _____ State _____ Zip Code _____

Account Number _____
(account to be paid or credited)

NEW INFORMATION AUTOMATIC DEBIT:

Pinnacle National Bank
150 3rd Avenue South, Suite 900
Nashville, TN 37201

ABA or Routing No: 064008637
Amount to Pay: _____
Account Number: _____

FORMER AUTOMATIC DEBIT:

Bank: _____

Routing No: _____
Account Number: _____

PLEASE MAKE THIS CHANGE

Immediately **OR** Effective: _____

With this signature, I hereby authorize you to change my automatic payment to my new account held at Pinnacle.

Printed Name _____

Signature _____

Date _____

Phone Number _____



TITANS BANKING

CHANGE MY AUTOMATIC DEPOSIT

(Please Print)

Date _____

To: _____
(company name here)

Address _____

City _____ State _____ Zip Code _____

Former Account Number/Financial Institution _____

NEW INFORMATION DIRECT DEBIT:

Pinnacle National Bank
150 3rd Avenue South, Suite 900
Nashville, TN 37201

ABA or Routing No: 064008637
Amount to Pay: _____
Account Number: _____

PLEASE DEPOSIT:

The entire amount **OR** \$ _____ To Checking
 The entire amount **OR** \$ _____ To Checking

PLEASE MAKE THIS CHANGE

Immediately **OR** Effective: _____

With this signature, I hereby authorize you to change my automatic payment to my new account held at Pinnacle.

Printed Name _____

Signature _____

Date _____

Phone Number _____

This authorization will remain in effect until I send written change or cancellation authorization.



TITANS BANKING

CLOSE MY ACCOUNT

(Please Print)

Date _____

To: _____
(bank name here)

PLEASE CLOSE MY ACCOUNT AND SEND A CHECK FOR THE BALANCE TO ME AT THE ADDRESS LISTED BELOW.

Customer Name _____

Account Number _____

Address _____

City _____ State _____ Zip Code _____

With this signature, I hereby authorize you to close my account.

Printed Name _____

Signature _____

Date _____

Phone Number _____



TITANS BANKING

PRE-AUTHORIZED (ACH) PAYMENT WORKSHEET

Now that you've made the switch to Titans Banking, you will want to make sure all of your previous direct deposits and automatic payments are redirected to your new Titans checking account. Use this checklist and your most recent statement from your "old" account to quickly identify all the merchants who currently have access to your account.

	PROVIDER	ADDRESS	ACCOUNT (OR POLICY #)	AMOUNT	DATE LAST TRANS.
UTILITIES					
	Electricity				
	Water				
	Gas/Heating				
	Phone				

LOANS					
	Mortgage				
	Car Loan				
	Lease				
	Credit Card				
	Other				

LOANS					
	Auto				
	Life				
	Home				
	Other				



TITANS BANKING

PRE-AUTHORIZED (ACH) PAYMENT WORKSHEET (CONTINUED...)

	PROVIDER	ADDRESS	ACCOUNT (OR POLICY #)	AMOUNT	DATE LAST TRANS.
INVESTMENTS					
Retirement					
Certificates					
401K					
IRA					
Other					

SUBSCRIPTIONS					
Cable/Satellite					
Internet					
Newspapers					
Magazine					
Other					

OTHER					
Religious Institution					
Memberships					
Professional Assoc.					
Other					
Other					

With this signature, I hereby authorize Pinnacle to act on my behalf to change my automatic payments.

Printed Name _____

Signature _____

Date _____

Phone Number _____

