



**BYRON BANK**  
**SwitchKit**  
 OPEN YOUR BYRON BANK ACCOUNT

**GENERAL INFORMATION**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Social Security # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Employer \_\_\_\_\_ Drivers License # \_\_\_\_\_  
 Drivers License Expiration Date \_\_\_\_\_

*Please check one:*

Individual

Joint\*

*\*Joint Information:*

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_  
 Social Security # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Employer \_\_\_\_\_ Drivers License # \_\_\_\_\_  
 Drivers License Expiration Date \_\_\_\_\_

Please indicate accounts and services you are currently interested in

Checking Account  
 ATM & Debit Cards  
 Loans  
 Internet Banking  
 Bill Pay – Online Bill Pay

Savings Account  
 Credit Cards  
 Certificate of Deposit  
 Insurance  
 Investments  
 Mortgage/Refinance



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**ACCOUNT BALANCE WORKSHEET**

To start the process of switching accounts, you first need to balance your existing account. Use this worksheet to balance your checkbook register beginning with the current checking account balance shown on your most recent statement. Please be as accurate as possible when completing this form.

**NOTE: All pending transactions must be cleared before this account is closed including auto pays and auto deposits.**

1. Balance on your current account statement. \$ \_\_\_\_\_  
*Current Statement Balance*

*Step 1*

2. List deposits that do not appear on your statement.

<i>Date</i>	<i>Amount</i>	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	\$ _____ <i>Total Step 2</i>

3. Subtotal by adding steps 1 and 2. + \$ \_\_\_\_\_  
= *Total Step 3*

4. List outstanding checks, transfers or withdrawals that do not appear on your statement.  
(include any debit card purchases, ATM withdrawals, automatic debits or any other fees.)

<i>Check Number</i>	<i>Amount</i>	
_____	_____	
_____	_____	
_____	_____	- _____ <i>Total Step 4</i>

5. Subtract Step 4 from Step 3. = \$ \_\_\_\_\_  
*Current Account Balance*

This amount should match your checkbook register balance. Retain this worksheet for your records.

6. Once these steps have been completed, discontinue use of the old account.



CLOSE AN EXISTING ACCOUNT

Present completed form at the financial institution where you are closing the account.

To: Bank Name \_\_\_\_\_
Address \_\_\_\_\_
City, State, Zip \_\_\_\_\_

From: Name \_\_\_\_\_
Address \_\_\_\_\_
City, State Zip \_\_\_\_\_
Daytime Phone \_\_\_\_\_

RE: Account Closing Notice

Dear Sir or Madam:

Please close my account described below effective as of \_\_\_\_\_ Date

Name(s) on Account \_\_\_\_\_ Names(s) on Account \_\_\_\_\_
Account Number \_\_\_\_\_ Type of Account \_\_\_\_\_
Balance \_\_\_\_\_

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

Name \_\_\_\_\_
Address Listed Above \_\_\_\_\_

Thank you for your attention to this matter.

Customer Signature \_\_\_\_\_ Joint Account Holder Signature \_\_\_\_\_
Date \_\_\_\_\_ Date \_\_\_\_\_



PAYMENT/MERCHANT CHECKLIST

You need to make sure all of your automatic payments and direct deposits are redirected to your new Byron Bank account. With the following checklist and the most recent statement from your previous account, your Byron Bank Relationship Manager can help you quickly identify all merchants who currently have access to your account.

AUTOMATIC DEPOSITS

- Government Deposits (i.e., Social Security) - Call 1-800-772-1213
Brokerage Deposits (i.e., dividends, interest)
Transfers from other bank accounts (i.e., savings and checking)
Child Support or other court-issued deposits
Other

UTILITIES AUTOMATIC PAYMENTS

Account Number

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

OTHER PAYMENTS

- Loans
Mortgages
Credit Cards
Child Support or other court-issued payments
Brokerage - automatic investments
Account Transfers to other bank accounts
Insurance
Other



Here is a list of common service providers in West Michigan. If your merchant is not listed, please refer to your billing statement.

### UTILITIES

Consumers Energy	<a href="http://www.consumersenergy.com">www.consumersenergy.com</a>	800-477-5050
DTE Energy	<a href="http://www.dteenergy.com/">www.dteenergy.com/</a>	800-477-4747
Michigan Gas	<a href="http://www.michigangasutilities.com">www.michigangasutilities.com</a>	800-401-6402
Waste Management	<a href="http://www.wm.com">www.wm.com</a>	800-796-9696

### PHONE - CABLE - INTERNET

Alltel	<a href="http://www.alltel.com">www.alltel.com</a>	800-255-8351
AT&T	<a href="http://www.att.com">www.att.com</a>	800-288-2020
Centennial Wireless	<a href="http://www.centennialwireless.com">www.centennialwireless.com</a>	800-493-3121
Charter Communications	<a href="http://www.charter.com/Visitors/Home.aspx">www.charter.com/Visitors/Home.aspx</a>	888-GET CHARTER
Cingular	<a href="http://www.cingular.com">www.cingular.com</a> or <a href="http://www.att.com">www.att.com</a>	800-288-2020
Comcast	<a href="http://www.comcast.com">www.comcast.com</a>	800-266-2278
DirecTV	<a href="http://www.directv.com">www.directv.com</a>	800-494-4388
Dish Network	<a href="http://www.dishnetwork.com">www.dishnetwork.com</a>	888-284-7116
Sprint	<a href="http://www.sprint.com">www.sprint.com</a>	800- 877-4646
TDS Metrocom	<a href="http://www.tdsmetro.com">www.tdsmetro.com</a>	877-444-2024
Team Mobile	<a href="http://www.t-mobile.com">www.t-mobile.com</a>	800-937-8997
Verizon	<a href="http://www.verizon.com">www.verizon.com</a>	800-483-3000

### NEWSPAPERS

Grand Rapids Press	<a href="http://www.mlive.com/grpress/">www.mlive.com/grpress/</a>	800-878-1411
Detroit Free Press	<a href="http://www.detroitnewspapers.com/circulation/freep/">www.detroitnewspapers.com/circulation/freep/</a>	800-395-3300
Detroit News	<a href="http://www.detroitnewspapers.com/circulation/detnews/home.html">www.detroitnewspapers.com/circulation/detnews/home.html</a>	800-395-3300



## MERCHANT SWITCH FORM

Complete this form to redirect each of your deposits and automatic payments. Print out, fill in, and mail to each business or merchant authorized to have access to your account. If you currently receive a federal benefit via direct deposit, please contact a Byron Bank Relationship Manager to ensure a quick and accurate switch of these funds to your new account.

**To:** Merchant \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Merchant Account # \_\_\_\_\_

**From:** Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State Zip \_\_\_\_\_  
Daytime Phone \_\_\_\_\_

Please redirect my automatic payment effective

Immediately       Beginning \_\_\_\_ / \_\_\_\_ / \_\_\_\_

My new information is listed below:

\_\_\_\_\_  
Byron Bank Account Number

**072409464**

\_\_\_\_\_  
Routing and Transit Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Day Phone

  
**SwitchKit**  
DIRECT DEPOSIT

Complete this form and provide it to your employer to redirect your payroll direct deposit into your Byron Bank account(s).

Employer: \_\_\_\_\_

From:      Name \_\_\_\_\_  
                 Phone \_\_\_\_\_

RE:      **Direct Deposit**

I would like my funds automatically deposited into the Byron Bank account(s) selected below.

**Checking Account**

**Savings Account**

\_\_\_\_\_  
Account Number

**072409464**  
\_\_\_\_\_

Routing and Transit  
Number

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

Amount to Deposit

\_\_\_\_\_  
Account Number

**072409464**  
\_\_\_\_\_

Routing and Transit  
Number

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

Amount to Deposit

Thank you for your cooperation.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date