

BTC Bank Account Switch Kit

Customer Guide

1

Open a BTC Bank Checking Account

- Stop by any branch location to open a BTC Bank checking account. We'll help you select the best checking account for your needs. To save time, you can complete the Customer Information Sheet ahead of time and bring it with you when you come in. You'll also need your ID and personal information such as your social security number.

2

Update Direct Deposits

- Complete the Notice of Change forms for Payroll Direct Deposit or Non-Payroll Direct Deposit. Submit the completed form to any entity that directly deposits funds into your bank account. Common direct deposits may include paychecks, Social Security, retirement or more.

3

Update Automatic Payments

- Update recurring payments that are automatically debited from your old account, such as utilities, television or subscription services. Use the Automatic Payments Form and submit to those entities, or update information directly through the company's online portals.

4

Use Your New BTC Bank Debit Card and Checks

- Avoid making new transactions with your old account, but keep the account open until all outstanding checks have cleared and your automatic payments and transactions have been switched over to your new BTC Bank account.

5

Close Your Old Checking Account

- Once your checks have cleared and your automatic payments and direct deposits are being successfully deducted or credited from your new BTC Bank account, close your old account using the Close Account Form.

Full instructions and corresponding forms can be found online at btcbank.bank/make-the-switch.

