

Changing Banks is now Easier than Ever!

Welcome to Metro Bank! We have designed this Switch Kit to guide you step by step to "Come Home to Us".

Just follow these simple steps:

1. *Open a Metro Bank checking account.* Information about our different checking account products is available on our website or you may contact one of our experienced bankers at 205-884-2265 to assist with any questions. Please complete the New Account Information Form, stop by one of our convenient office locations to get started.
2. *Stop using your previous checking account.* Allow time for outstanding checks to clear. This usually takes about 10 days. Once cleared, be sure to destroy your unused checks, ATM/debit card from your previous institution.
3. *Move your direct deposit to your new Metro Bank account.* A Direct Deposit Change Form is provided in this Switch Kit for your convenience.
4. *Transfer any automatic payments and debits to Metro Bank.* Be sure to notify anyone deducting automatic payments from your previous account to your new Metro Bank account. The Automatic Payment List form may be completed to assist you in this smooth transition.
5. *Close your previous checking account.* After all your checks and automatic payments have cleared and are verified to be linked with your new Metro Bank account, proceed with closing your previous checking account.

If you have any questions or concerns as you go through this simple process, please contact us at 205-884-2265.

New Account Information Form

Primary Account Holder

Full Legal Name: _____

Name to appear on your account and checks:

Soc. Sec. #: _____ Date of Birth: _____

Physical Address: _____

City, State, ZIP: _____

Mailing Address: _____

City, State, ZIP: _____

Home Phone: _____ Work: _____ Cell: _____

Email Address: _____

Identification Type: _____ ID #: _____

ID Issue Date: _____ ID Exp. Date: _____ Issued By: _____

Mother's Maiden Name: _____

Occupation: _____ Employer: _____

Secondary Account Holder

Full Legal Name: _____

Name to appear on your account and checks:

Soc. Sec. #: _____ Date of Birth: _____

Physical Address: _____

City, State, ZIP: _____

Mailing Address: _____

City, State, ZIP: _____

Home Phone: _____ Work: _____ Cell: _____

Email Address: _____

Identification Type: _____ ID #: _____

ID Issue Date: _____ ID Exp. Date: _____ Issued By: _____

Mother's Maiden Name: _____

Occupation: _____ Employer: _____

Direct Deposit Change Form

Date: _____

Company Name: _____

Address: _____

City, State, ZIP: _____

To Whom It May Concern:

I have changed my banking relationship to Metro Bank as of today's date. Please redirect my direct deposit to my new account at Metro Bank. I hereby authorize _____ (Company/Organization Name) to initiate credit entries and to initiate, if necessary, debit adjustments for any credit error to my account indicated below and authorize Metro Bank to credit and/or debit the same to such account. This authority is to remain in full force and effect until the company listed above, and Metro Bank have received notification from me of its termination and have had a reasonable opportunity to act on it.

My new account information is listed below:

Printed name: _____

Signature: _____ Date: _____

Soc. Sec. # or Tax ID #: _____

Daytime Phone #: _____

Metro Bank Account Number: _____

Metro Bank Routing Number: _____ 062204019

**Please attach a voided check from
your new Metro Bank Account**

