

Business Banking Switch Kit

Better Banking Starts Here



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NEW ACCOUNT CONVERSION CHECKLIST

To ensure a smooth transition, please print this page and check the boxes next to the items as you complete them.

- Open your new Community Bank account. Order your checks, deposit slips (if necessary), and Checkcard or ATM card.

- Set up your account for telephone banking and Internet banking access.

- Make sure all checks have cleared your old checking account.

- Make sure enough funds are available in your account to cover any automatic payments that may still need to be withdrawn.

- Send written notice to your vendors who automatically take your payments from your checking account (utilities, insurance companies, Internet service providers, banks, etc.) that you are closing the account. (Use the Automatic Payment/Deposit Switch Form we have provided.)

- Send notification of new account information to vendors who you want to continue to generate automatic withdrawals instead of paying with Bill Pay, or use this notification to start a new automatic payment with a vendor. (Use the Automatic Payment/Deposit Switch Form we have provided.)

- Send written notice to the financial institution that you are closing the account. (Use the Account Closing Form we have provided.)

Please call 888-745-2265 if you have any questions regarding your switch to Community Bank of the Chesapeake.



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Community Bank
of the Chesapeake 

The logo for Community Bank of the Chesapeake, featuring the text "Community Bank of the Chesapeake" and a red sailboat icon.

AUTOMATIC PAYMENT/DEPOSIT SWITCH FORM

This form will notify merchants to redirect automatic payments (debit) or automatic deposit (credit) transactions to Community Bank of the Chesapeake. To ensure accuracy, please print and complete this form, then attach a voided check from your new Community Bank of the Chesapeake account. Please print, complete and sign one copy of this form for each automatic payment or automatic depositor and mail to the institution that deposits or debits to your old account.

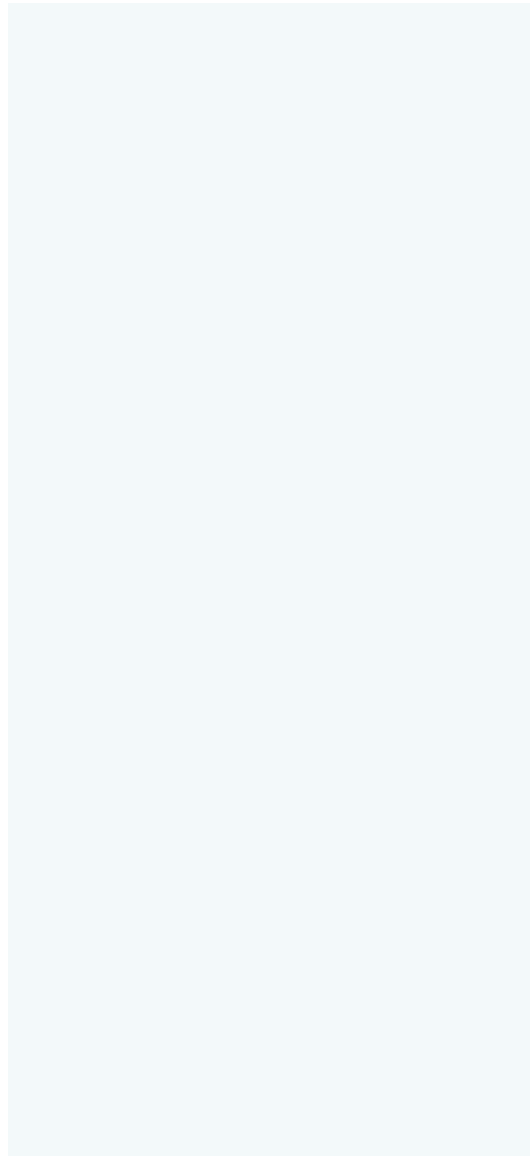
TO:

Merchant / Company Name

Merchant / Company Address

City State Zip

Staple VOIDED check from your new community bank account below:



FROM:

Name

Address

City State Zip

ID Number or Department

PLEASE REDIRECT MY:

Automatic payment Automatic deposit

To my new Community Bank of the Chesapeake checking account effective

Immediately Beginning _____

Community Bank Account # Routing Transit #
255072595

Social Security / Tax ID Number

Daytime Phone Number

Signature _____ Date _____

You may want to keep your previous account open for two months in order to ensure that all automatic payment/deposit transfers are complete.

ACCOUNT CLOSING FORM

Please print and complete this form and return it to your old bank.

To Whom It May Concern:

Please close my account described below.

Name(s) on Account
Social Security / Tax ID Number
Account Number
Account Type

CHECK ONLY ONE

- No disbursement of funds is necessary. The account balance is zero.
- Disbursement of funds is necessary. Prepare a cashier's check for the balance of my account payable to

- Name(s) on the account, and mail to:

Name

Address

City

State

Zip

- Community Bank of the Chesapeake

To be deposited in account number _____

Please include my name and Social Security number _____

Please mail the cashier's check to:

Community Bank of the Chesapeake

P.O. Box 38

Waldorf, MD 20604

Thank you for your prompt attention to this matter.

Sincerely,

Customer Signature _____ Date _____

Joint Account Holder _____ Date _____



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