

Quick Switch to Black Hills Community Bank, N.A.

www.BHCBank.com
p. 605 343-2422
f. 605 791-2576



840 Mt. Rushmore Rd.
Rapid City, SD 57701

Ever wanted to switch banks but didn't want the hassle?

Welcome to Quick Switch to Black Hills Community Bank, N.A., your Online, or In-Person guide to opening accounts, setting up Direct Deposit and Automatic Payment, and even closing old accounts.

The forms in this kit will help make switching to **BHCB, N.A.** even easier! Just download these forms online and bring this kit to BHCB, N.A. You can fill out these forms ahead of time or we can assist you when you stop by. If you have questions, please call us at **605-343-BHCB (343-2422)**

Forms included in this kit to help you make your switch:

- Customer Checklist
- Authorization to Change Direct Deposit
- Authorization to Change Auto-Payment
- Authorization to Close Accounts

Name: First - Middle - Last

Address, City, State, Zip

Daytime Phone

Evening Phone

@

Cell Phone

Email Address

What products or services can we switch/set up for you?

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> Checking | <input type="checkbox"/> Online Banking w/ Bill Pay | <input type="checkbox"/> Mortgage |
| <input type="checkbox"/> Money Market | <input type="checkbox"/> Personal/Auto Loan | <input type="checkbox"/> Internal Transfers |
| <input type="checkbox"/> Savings | <input type="checkbox"/> Home Equity Loan or Line of Credit | <input type="checkbox"/> Visa® Check Card |
| <input type="checkbox"/> CDs/IRA | <input type="checkbox"/> Overdraft Line of Credit | <input type="checkbox"/> Cash Management |

- Please include a voided check from your new account when submitting a Direct Deposit or Automatic Payment to any organization.
- If you are transferring your account from another financial institution, it is recommended that you maintain accounts at both financial institutions until your Direct Deposit or Auto-Payment has been set up
- If you would like information regarding when your Direct Deposit or Auto-Payment will become effective, please contact the organization that generates those for you.
- The organization may require you to complete additional forms in order to process your transfer, which we would be happy to assist you with.
- Don't forget to update any online or telephone bill payment service with your new account information.

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Authorization to Change Direct Deposit

Do you have regular Direct Deposits to your account such as paychecks, dividends, or U.S. Treasury payments? If so, you will want to notify the organization that generates those deposits of the recent change to your account. This form will help you do just that. **Please complete this form, then send it to those with whom you have Direct Deposit.**

To whom I have Direct Deposit with:

Company/Agency Name

Address, City, State, Zip

Effective immediately, begin using the new account information to process my Direct Deposits

Name

Address, City, State, Zip

Daytime Phone

Evening Phone

_____-_____-_____
SSN/Tax ID

By signing below, I hereby authorize this change:

Customer Signature

Date

New bank account information:

BHCB Bank Account Number

091409733

BHCB Bank Routing Number

Checking Account

Savings Account

Other _____



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Authorization to Change Automatic Payment

Do your bills get paid automatically through deductions withdrawn from your account? If you have automatic payments/withdrawals from you account, you will want to notify the organization that generates those withdrawals with your new account information. This form will help you do that.

Please complete this form, then submit it to the appropriate organization

To whom I have Direct Deposit with:

Company/Agency Name

Address, City, State, Zip

Effective immediately, begin using the new account information to process my Direct Deposits

Name

Address, City, State, Zip

Daytime Phone

Evening Phone

SSN/Tax ID

By signing below, I hereby authorize this change:

Customer Signature

Date

New bank account information:

BHCN Bank Account Number

091409733

BHCN Bank Routing Number

Checking Account

Savings Account

Other _____



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Authorization to Close Account

To: _____ **From:** _____
Old Bank Name Customer Name

Address, City, State, Zip Address, City, State, Zip

Daytime Phone Evening Phone

Please close the following account that I have with your financial institution:

Account Number:

_____ Checking Savings Other _____
_____ Checking Savings Other _____
_____ Checking Savings Other _____
CD # _____ Close Immediately Close at Maturity
CD # _____ Close Immediately Close at Maturity

Note: Your previous financial institution may charge a fee for early closing of any Certificates of Deposit.

BHCBank (Customer's Name) Date

Address, City, State, Zip Date

Customer Signature (primary account holder) Date Customer Signature (secondary account holder) Date

Notary Certification:

State of

County of

Signed before me this _____ Day of _____, 20____, by

Name of signers & _____

Signature of Notary My Commission expires

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