



At Lineage Bank, we're dedicated to cultivating strong relationships and helping you achieve your financial goals. We offer many personal and business account options and comprehensive online and mobile banking tools that will make building your dreams easier than ever before. Use this list to find the right options for you. A Lineage Bank representative can also help with any questions you may have.

Personal Accounts:

- Regular Checking
- Interest Checking
- Money Market Account
- Club Checking
- Regular Savings

Business Accounts:

- Business Checking
- Business Interest Checking
- Business Money Market

Additional Products and Services:

- Online & Mobile Banking
- Treasure Management
- Bill Pay
- eStatements

5 Step Switch Kit

The following forms have been created for you to help make the process of switching your account(s) easier.

**Important: Make sure to keep this sensitive account information secure and, if printed, consider shredding upon completion. Additionally, exercise caution if transmitting documentation via email as it may not be a secure form of communication.*

1 **Open your new Lineage Bank account**
Visit any of our convenient locations for assistance with opening your new account from one of our dedicated bankers.

2 **Get organized**
Use our hassle-free switch kit to identify and organize the transactions that will be switched to your new Lineage Bank account.

3 **Update your direct deposits**
Send **Form 1: Direct Deposit Authorization Form** to your employer and other sources so your funds can be automatically deposited to your account. If you have other Direct Deposits, you can also use this form to switch them to your new Lineage Bank account.

4 **Change your automatic payments**
Send **Form 2: Automatic Payment Authorization Form** to each of your creditors to switch any automatic payments so they'll come out of your new Lineage Bank account.

5 **Say "goodbye" to your old account**
Use **Form 3: Account Closing Letter** to notify your previous financial institution to close your account and let them know how to disburse any of your remaining funds. Make sure all of your checks and debits have cleared BEFORE closing your previous account.

Please note: Lineage Bank cannot guarantee that these forms will be accepted in every instance. Your previous financial institution and/or your service partners may require you to make any of these requests in person or another method than mail. They may also require more or different information than is contained on the forms provided.

If you have any questions or concerns during this process, please do not hesitate to contact us:

- Call or stop by one of our Lineage Bank branches
- Give us a call at [\(629\) 248-9092](tel:6292489092) to speak with one of our friendly Customer Service Representatives.

Transaction Checklist

***Helpful Tip:** For reference, gather your most recent statement from your previous financial institution. You may even want a couple months worth. If applicable, include statements/information for utility payments, loan payments, health club memberships, etc. you have set up with your previous account.

DIRECT DEPOSITS: List all direct deposits to your account(s).

| Deposit Type | Company/Institution Name | Account Number | Amount | Date |
|----------------------|--------------------------|----------------|--------|------|
| Employer Payroll | | | | |
| Social Security | | | | |
| Pension/Retirement | | | | |
| Investment/Brokerage | | | | |
| | | | | |
| | | | | |
| | | | | |

| Withdrawal Type | Company/Institution Name | Account Number | Amount | Date |
|---------------------|--------------------------|----------------|--------|------|
| Home/Auto Insurance | | | | |
| Life Insurance | | | | |
| Gas/Electric | | | | |
| Phone | | | | |
| Water | | | | |
| TV/Internet | | | | |
| Mortgage | | | | |
| Credit Card | | | | |
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Former Account Activity Tracking

You will want to keep track of the activity on your old account. Make sure that all checks, deposits, automatic payments, debit card transactions and ATM withdrawals have cleared before closing the account.

FORM 1: Transferring direct deposits

To transfer your direct deposit, send **Form 1: Direct Deposit Authorization Form** to your employer and any other sources so your funds can be automatically deposited to your Lineage Bank account. Please contact your employer's payroll or HR department if you have questions about their process.

1

For Social Security deposit, please call the Social Security Administration at 1-800-772-1213 between 8:00 a.m. – 7:00 p.m or visit <https://www.ssa.gov/manage-benefits/update-direct-deposit>. If you're deaf or hard of hearing and use TTY equipment, you can call our TTY number at 1-800-325-0778.

**Tip: Be sure to include a voided Lineage Bank check with this form. One of the starter checks you received when you opened your account will be fine. Please feel free to make as many copies of these forms as you need.*

FORM 2: Transferring your automatic payments

Use **Form 2: Automatic Payment Authorization Form** to request the transfer of your automatic payment(s) to your Lineage Bank account, or to establish a new automatic payment from your new Lineage Bank account. Please allow sufficient time for your first payments to be activated.

2

**Tip: Be sure to include a voided Lineage Bank check with this form. One of the starter checks you received when you opened your account will be fine. Please feel free to make as many copies of these forms as you need.*

FORM 3: Closing old accounts

It's time to say goodbye to your old accounts! Use **Form 3: Account Closing Letter** to request your previous financial institution close your account(s) and give directions on how to disburse any of your remaining funds. Prior to closing those accounts, ask them if there are any fees associated with closing them. Make sure all of your checks and debits have cleared BEFORE you close your old account.

3

Form 1: Direct Deposits

DIRECT DEPOSIT AUTHORIZATION FORM

| | | |
|--|-------|----------|
| Attention: (Enter the company you want deposits directed from here) | | |
| Name | | |
| Address | | |
| City | State | Zip Code |

| | | |
|---|-------|--------------|
| From: (Enter the company you want deposits directed from here) | | |
| Customer Name | | |
| Customer Address | | |
| City | State | Zip Code |
| Social Security Number | | Phone Number |

To Whom It May Concern,

I have recently switched financial institutions. Please stop making deposits into my old account and begin making them to my new Lineage Bank account indicated below.

| | | |
|--|--|------|
| New Account Information: (Enter your Lineage Bank information here) | | |
| Lineage Bank Routing Number: 064109536 | | |
| Account Number | <input type="checkbox"/> Checking <input type="checkbox"/> Savings | |
| Account Number | <input type="checkbox"/> Checking <input type="checkbox"/> Savings | |
| Signature | | Date |

Deposit: Total Amount \$ into CHECKING account listed above

Deposit: Total Amount \$ into SAVINGS account listed above

**Tip: Be sure to include a voided Lineage Bank check with this form.
One of the starter checks you received when you opened your account will be fine.*

Form 2: Automatic Payments

AUTOMATIC PAYMENT AUTHORIZATION FORM

| | | |
|--|-------|----------|
| Attention: (Enter the company you want payments directed to here) | | |
| Name | | |
| Address | | |
| City | State | Zip Code |

| | | |
|---|----------------|----------|
| From: (Enter your personal information here) | | |
| Customer Name | Account Number | |
| Customer Address | | |
| City | State | Zip Code |
| Phone Number | | |

To Whom It May Concern,

I have recently switched financial institutions. Please redirect my automatic payments from my old account and begin withdrawing from my new Lineage Bank account indicated below.

Effective: Immediately Beginning ____/____/____

Pay: Total Amount \$

| | | |
|--|--|--|
| New Account Information: (Enter your Lineage Bank information here) | | |
| Lineage Bank Routing Number: 064109536 | | |
| Account Number | <input type="checkbox"/> Checking <input type="checkbox"/> Savings | |
| Signature | Date | |

**Tip: Be sure to include a voided Lineage Bank check with this form.
One of the starter checks you received when you opened your account will be fine.*

Form 3: Account Closing

ACCOUNT CLOSING LETTER

| | | |
|---|-------|----------|
| Attention: (Enter your old financial institution's information here) | | |
| Name | | |
| Address | | |
| City | State | Zip Code |

To Whom It May Concern,

Please accept this letter as authorization and close my account(s) listed below with your institution. Please issue a cashier's check in my name for the remaining balance(s) along with all accrued interest (if applicable).

| Account Type | Account Number | Account Owner Name(s) |
|--------------|----------------|-----------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | | |
|--|-------|----------|
| Please send all closing balances to: (Enter your personal information here) | | |
| Name | | |
| Address | | |
| City | State | Zip Code |
| Phone Number | | |

| | |
|-----------------------------------|------|
| Primary Account Owner Signature | Date |
| Secondary Account Owner Signature | Date |

Thank you for choosing Lineage Bank!
We look forward to serving you.



Fast. Friendly. Flexible.

Downtown Franklin Branch

120 5th Ave N
Franklin, TN 37064
(629) 248-9085

Cool Springs Branch

3359 Aspen Grove Drive
Franklin, TN 37067
(629) 248-9092

www.lineagebank.com | support@lineagebank.com

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FDIC