

Switching is made simple with First US Bank's easy to use Switch Kit. Move your direct deposits and transfer any automatic payments and debits to First US Bank without a hassle.

Getting Prepared

1. **Record your new First US Bank account** information available for quick reference.

ABA Routing Number: **062103592**

Mailing Address: **P.O. Box 249**

Account Number: _____

Thomasville, AL 36784

2. Using your most recent bank statement from your former account, **list companies which have direct deposit or automatic payments/ debits through your former account:**

Direct Deposits

These are recurring payments automatically deposited into your account on a regular basis. Examples are payroll, social security, dividend or disability payments.

Date	Company Name	Account Number	Deposit Amount

Automatic Payments/ Debits

These are recurring payments automatically withdrawn from your account on a regular basis. Examples include mortgage payments and insurance premiums.

Date	Company Name	Account Number	Deposit Amount

Helpful Hints

- ☒ **Track your Request-To** confirm your direct deposit is being deposited into your new First US Bank account, check your First US Bank statement, sign up and log onto your online banking at www.fusb.com or call **(334) 636-5424**.
- ☒ **Follow Up-Direct Deposits** should take effect within three deposit periods. Keep your former account open until all direct deposits have been switched to your First US Bank account. If you do not see the deposit by this time, please contact the company.
- ☒ Social Security Administration contact number is (800) 772-1213
- ☒ Note that some companies or organizations may require a special form. Contact the company or organization to verify no addition forms are required.

Instruct companies to redirect recurring direct deposits such as payroll, Social Security, dividends, or other periodic distributions into your First US Bank account.

Instructions

1. Complete, sign, and date this form for each company/ organization you are switching to First US Bank.
2. Submit this form to each company/ organization that is currently authorized to make automatic deposits to your account.

Company/ Organization Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____

To Whom It May Concern:

I recently changed banks and request that my direct deposit be switched to my new account at First US Bank. My information is as follows:

Name: _____ Contact Number: _____
**As listed on my First US Bank Account*

Street Address: _____
 City: _____ State: _____ Zip: _____

Mailing Address (if different from Street)
 City: _____ State: _____ Zip: _____

Please switch my direct deposits to this account:

First US Bank Account Number: _____
 First US Bank Routing Number: **062103592**
 First US Bank Mailing Address: **P.O. Box 249**
Thomasville, AL 36784

Type of Account: ☐ Checking ☐ Savings
 Effective: ☐ Immediately
☐ On _____

AUTHORIZATION - I authorize your company to initiate credit entries to my account at First US Bank. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act.

 Customer Signature Date

Instruct companies to have payments automatically deducted from your First US Bank account. (i.e. mortgage payments, insurance premiums, gym memberships, etc.)

Instructions

1. Complete, sign, and date this form for each company/ organization you are switching to First US Bank.
2. Submit this form to each company/ organization that is currently authorized to make automatic deposits to your account.

Company/ Organization Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____

To Whom It May Concern:

I recently changed banks and request that my automatic deduction be switched to my new account at First US Bank. My information is as follows:

Name: _____ Contact Number: _____
**As listed on my First US Bank Account*

Street Address: _____
 City: _____ State: _____ Zip: _____
 Mailing Address (if different from Street)
 City: _____ State: _____ Zip: _____

Please switch my automatic deductions to this account:

First US Bank Account Number: _____
 First US Bank Routing Number: **062103592**
 First US Bank Mailing Address: **P.O. Box 249**
Thomasville, AL 36784

Type of Account: ☐ Checking ☐ Savings
 Effective: ☐ Immediately
☐ On _____

AUTHORIZATION - I authorize your company to initiate debit entries from my account at First US Bank. I understand that this authorization will remain in full force and effect until all parties have received written notification from me of its termination in such time as to afford a reasonable time to act.

 Customer Signature Date

Notify your former bank that you are closing your account.

Instructions

1. Complete, sign, and date this form for each company/ organization you are switching to First US Bank.
2. Submit this form to your former bank after all your existing activity has cleared and switched to First US Bank.

Former Bank Name: _____

Address: _____

City: _____ State: _____ Zip: _____

To Whom It May Concern:

Please close my bank account(s) as described below.

Account #1:

Name on account: _____ Account Number: _____

Please send balance of the above account by:

☐ Official Check ☐ Wire Transfer

Effective: ☐ Immediately

☐ On _____

Account #2:

Name on account: _____ Account Number: _____

Please send balance of the above account by:

☐ Official Check ☐ Wire Transfer

Effective: ☐ Immediately

☐ On _____

Mailing Instructions for Official Check

Receiving Bank: **First US Bank**

Contact Number: _____

Mailing Address: **P.O. Box 249**

Thomasville, AL 36784

Wire Instructions

Receiving Bank: **First US Bank**

ABA Number: **062103592**

Contact Number: _____

Beneficiary Name: _____

Street Address: _____

City, ST and Zip: _____

Customer Signature _____

Date _____