

# Ready to make the switch to First Carolina Bank?

We designed this switch kit to aid you in transferring your accounts.

We are thrilled you've chosen First Carolina, and we are excited to show you what it means to do the day-to-day things in banking extremely well.

This kit breaks down everything you need to do to make the switch in **5 simple steps**, and we are happy to help at any point in the process.

**STEP 1** **Open your new account(s)** at First Carolina Bank by stopping by any of our branches. Account details can be found at [firstcarolinabank.com](http://firstcarolinabank.com).

**STEP 2** **Move your direct deposits** from your old bank to your new First Carolina account(s) using the Direct Deposit Authorization Form in this kit.

**STEP 3** **Move your automatic payments and deposits** to First Carolina Bank using the Automatic Payment / Deposit Switch Form in this kit.

**STEP 4** **Enroll in online banking and set up online bill pay.** Cancel each payee in the online bill pay service on your old account and add them to your new First Carolina account(s).

**STEP 5** **Close your old account** and leave the banking to us!



# First Carolina Bank

[firstcarolinabank.com](http://firstcarolinabank.com) | NMLS: 529977 | Member  FDIC 

## How to use this kit:

To transfer your bank account(s), follow the steps as outlined on the left side of each form utilizing the fields on the right side.

Our local bankers are ready to assist at any step in the process:

Cary, NC  
**(919) 289-8680**

Raleigh, NC  
**(919) 809-7869**

Reidsville, NC  
**(336) 361-4088**

Rocky Mount, NC  
**(252) 937-2152**

Wilmington, NC  
**(910) 473-5935**

Columbia, SC  
**(803) 592-8100**

Greenville, SC  
**(864) 210-9711**

Atlanta, GA  
**(678) 213-3545**

Virginia Beach, VA  
**(757) 217-4542**

# Switch Checklist

Use the following checklist to track your progress in switching to First Carolina Bank. It may be helpful to keep a copy of this checklist for your records.

- STEP 1** | Open your new account(s) at First Carolina Bank by stopping by any of our branches. Account descriptions can be reviewed ahead of your visit at [firstcarolinabank.com](http://firstcarolinabank.com).
- STEP 2** | Move your direct deposits from your old bank to your new First Carolina account(s) using the Direct Deposit Authorization Form in this kit. You will complete one copy of this form for each organization that deposit funds directly into your account - such as your employer - and send the form to the organization. For Social Security, you can call the Administration at (1-800) 772-1213 and provide them with your new account information.
- STEP 3** | Move your automatic payments and deposits to First Carolina Bank using the Automatic Payment / Deposit Switch Form in this kit. You will complete one copy of this form for each of the automatic payments or automatic deposits - except for payroll - associated with your old account and mail it to the financial institution or merchant that processes the transactions.
- STEP 4** | Enroll in online banking and set up online bill pay. Cancel each payee in the online bill pay service on your old account and add them to your new First Carolina account(s).
- STEP 5** | Close your old account and leave the banking to us! You should confirm that all checks have cleared on your old account and that all automatic payments are now being withdrawn from your new First Carolina account(s). Determine the balance that is available in your old account to deposit into your new First Carolina account(s) and have your old financial institution cut a cashier's check for the funds. Bring the check to your local branch to deposit, and you are all set!

**WHAT'S NEXT?** | Once you have completed the above steps, you can work with your banker to order a debit card and checks, download our mobile app, and get enrolled in mobile deposit and e-statements. In addition to these services, we also offer credit cards and financial planning with our in-house wealth management team - ask your banker for more information!



### STEP 1

Open your new account(s) at First Carolina Bank by stopping by any of our branches.

### STEP 2

Move your direct deposits from your old bank to your new First Carolina account(s) using the Direct Deposit Authorization Form on the right.

Send one copy of this form to each company or organization making direct deposits to your previous account. For direct payroll deposits, please provide a copy of this form to your employer's Human Resources department.

*For direct deposits from government agencies, please utilize Treasury Department Standard Form 1199A to make arrangements to adjust your direct deposit. For Social Security benefits, you may request a change by calling (1-800) 772-1213.*

# Direct Deposit Authorization Form

Name

Address

City State Zip Code

Home Phone Cell Phone

Social Security Number

Employer Name Employer Phone

Employer ID Number or Department

### LIST ACCOUNT NUMBERS BELOW:

Previous Account Number

Previous Bank Name

New First Carolina Bank Account Number 053112408 First Carolina Bank Routing Number

Type of account (check one):  Checking  Savings

Amount to deposit (check one):  Whole Check  Amount: \$ \_\_\_\_\_

Signature Date



### STEP 3

Move your automatic payments and deposits from your old bank to your new First Carolina account(s) using the Automatic Payment / Deposit Switch Form on the right.

This form will notify merchants and other financial institutions (such as utility companies or insurance companies, etc.) to redirect automatic payments from and deposits to First Carolina Bank. Please complete and sign a separate copy of this form for each request that cannot be completed online and mail it to the merchant or institution.

# Automatic Payment / Deposit Switch Form

TO:

Merchant or Company Name

Merchant or Company Address

City State Zip Code

FROM:

Name

Address

City State Zip Code

Home Phone Cell Phone

Social Security Number

ID Number or Department

Please redirect my (check one):  
 Automatic Payment  Automatic Deposit

To my new First Carolina Bank checking account effective (check one):  
 Immediately  Beginning: \_\_\_\_\_

New First Carolina Bank Account Number 053112408  
First Carolina Bank Routing Number

Signature Date

