



SWITCH KIT CHECKLIST

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 PERENNIAL BANK ACCOUNT

Visit any of our convenient locations and we will help you establish your new account with us. When you open your account, you will need the following items:

- Photo ID
- Social Security Number (If under 16, your Social Security **Card** is needed)
- Verification of Address (This is needed if your current address does not match the address on your ID.)

2. GET PREPARED

Organize your transactions using our Transaction List, so you have a list of all transactions that will be switched to your Perennial Bank account.

3. TRANSFER YOUR DIRECT DEPOSITS

Send the Direct Deposit Authorization Form to your employer and other sources so your funds can be automatically deposited into your account. If you have direct deposits going elsewhere, you can also use this form to switch them to your new account.

4. MOVE YOUR AUTOMATIC PAYMENTS

Send the Automatic Payment Authorization Form to each of your creditors to switch any automatic payments so they'll come out of your new Perennial Bank account.

5. CLOSE YOUR OLD ACCOUNT

Use the Account Closing Letter to request that 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 you close your old account. As an option, for a small fee, we can pull all or some of the the funds from your old account automatically using an automatic ACH origination.

Please note: Perennial 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 during this process, please reach out to us.