



Switching to your local bank has never been easier.

Just follow these simple steps:

To move your Personal Account:

1. Visit your local West Alabama Bank office and open a new account.
2. Take note of your new account number and West Alabama Bank's routing number which is **062205704**
3. Change all of your direct deposits to your new West Alabama Bank checking account. This can be easily done by using the **DIRECT DEPOSIT CHANGE REQUEST** form.
4. Gather recent statements from companies that take direct payments from your account. Using the **AUTOMATIC PAYMENT/WITHDRAWAL CHANGE REQUEST** form, fill in the requested information and forward to the company that debits your account for regularly scheduled payments.
5. Stop using your existing checking account. Leave enough money to cover any outstanding checks, debit card transactions, or scheduled bill payments.
6. As soon as all of your transactions have cleared your account, and all debits and credits have been changed to your new West Alabama account, close your existing checking account using the **ACCOUNT CLOSING REQUEST** form.
7. Don't forget about West Alabama Bank's convenient electronic services---FREE DEBIT CARDS, FREE INTERNET BANKING, FREE BILL PAY AND FREE E-STATEMENTS.
8. Sit back and enjoy the benefits of doing business with your strong and local bank!

*Please note that if you are changing or signing up for Federal Benefit Payments, please use the **GO DIRECT FEDERAL BENEFIT** form.

Here's what you need to move your business account:

1. New West Alabama Bank account number(s).
2. West Alabama Bank's routing number: 062205704
3. Articles or Incorporation or Articles of Organization.
4. Operating Agreement for LLC entities.
5. Personal information and copy of driver's license for each signer.
6. Federal Tax Identification Number.



Direct Deposit Change Request

To:

From:

Re: Change of direct deposit routing

Please discontinue sending my automatic direct deposit to account number _____ with _____ (financial institution name).

Please begin sending the same deposit to West Alabama Bank. West Alabama Bank's routing information is:

West Alabama Bank
P.O. Box 310
Reform, AL 35481
ABA Routing Number 062205704

Deposit Instructions:

Deposit entire amount to account number _____

or

Deposit \$ _____ to account number _____

and the remainder into account number _____.

I authorize:

- Above listed entity to initiate deposit of my funds to my West Alabama Bank checking or savings account
- West Alabama Bank to credit entries into my account(s)
- This authorization to remain in effect until I send written notice of change or cancellation.

Signature: _____ Date: _____

Please note. 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 transfer is complete. If you would like information regarding when your direct deposit transfer will become effective, contact the organization that generates your direct deposit. The organization may require you to complete additional forms in order to process your transfer.

PLEASE READ THIS CAREFULLY

PRIVACY ACT NOTICE

Your social security number and the other information requested will allow the federal government to make payments to you by direct deposit. This collection of information is authorized by Title 31 of the United States Code, Section 3332(g). Also, Executive Order 9397, November 22, 1943, authorizes the use of your social security number. Your social security number is requested to ensure the accurate identification and retention of records pertaining to you and to distinguish you from other recipients of federal payments.

This information will be disclosed to the Department of the Treasury or another disbursing official to process federal payments to you by direct deposit. This information may also be disclosed to a court, congressional committee or another government agency as authorized or required by federal law and to your financial institution to verify receipt of your federal payments. Although providing the requested information is voluntary, your direct deposit payment may be delayed or Treasury may be unable to send it if you fail to provide the information.

SPECIAL NOTICE TO JOINT ACCOUNT HOLDERS

If your account is a joint account and receives direct deposit benefit payments, you must inform the federal agency and the financial institution of the death of a beneficiary. Payments sent by direct deposit after the date of death or ineligibility of a beneficiary (except for salary payments) must be returned to the federal agency. The federal agency will then determine if the survivor is eligible for benefits.

CANCELLATION

Your payment will be sent by direct deposit until the federal agency that issues the payments is notified to cancel, such as in the case of death or legal incapacity of the person receiving the payment.

Your financial institution may cancel your direct deposit authorization. Your financial institution is required to give you written notice 30 days in advance of the cancellation date. If this occurs, you must notify the federal agency that the direct deposit authorization was cancelled.

Please contact your paying agency to:

- Update your name or address
- Change your account information if you already receive your payment by direct deposit, or
- Sign up for direct deposit for military, federal salary, veterans benefits, or other federal payments not processed by *Go Direct*

Department of Veterans Affairs

(877) 838-2778
(800) 827-1000
(800) 829-4833 TDD

Railroad Retirement Board

(Automated System)
(800) 808-0772
(312) 751-4701 TTY

Social Security Administration

(800) 772-1213
(800) 325-0778 TTY

Office of Personnel Management

(888) 767-6738
(800) 878-5707 TDD

BURDEN ESTIMATE STATEMENT

The estimated average time (burden hours) associated with filling out this paperwork is 10 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this time estimate and suggestions for reducing the burden should be directed to the Financial Management Service, Administrative Programs Division, Records and Information Management Program, 3700 East-West Highway, Room 135, Hyattsville, MD 20782. THIS ADDRESS SHOULD ONLY BE USED FOR COMMENTS AND/OR SUGGESTIONS CONCERNING THE AMOUNT OF TIME SPENT COLLECTING THE DATA. DO NOT SEND THE COMPLETED PAPERWORK TO THE ADDRESS ABOVE FOR PROCESSING.



AUTOMATIC PAYMENT/WITHDRAWAL CHANGE REQUEST

Date: _____

Company: _____

Account Holder Name (as it appears on your monthly bill) _____

Account Number _____

Address: _____

City, State, and Zip: _____

To Whom It May Concern:

I wish to have my automatic payment/withdrawal debited from my account with West Alabama Bank.

The automatic payment/withdrawal is currently debited from my account with:

Bank Name: _____

ABA Routing Number: _____

Account Number: _____

Please redirect the payment/withdrawal to be debited from my account with West Alabama Bank as follows:

Account Number: _____

ABA Routing Number: **062205704**

Sincerely,

Please note. 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 transfer is complete. If you would like information regarding when your direct deposit transfer will become effective, contact the organization that generates your direct deposit. The organization may require you to complete additional forms in order to process your transfer.



Account Closing Request

To: _____

From: _____ (Account Holder Name)

Address: _____ (Account Holder Address)

Please close the following account(s) with your institution:

Account # _____ Checking Savings Other

Account # _____ Checking Savings Other

Account # _____ Checking Savings Other

Account # _____ Checking Savings Other

Please send any funds remaining in the above accounts to:

Name _____

Address _____

Primary Account Holder Signature _____ Date _____

Secondary Account Holder Signature _____ Date _____

Please note. 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 transfer is complete. If you would like information regarding when your direct deposit transfer will become effective, contact the organization that generates your direct deposit. The organization may require you to complete additional forms in order to process your transfer.