



**CITIZENS  
BANK**  
Est. 1904  
STRENGTH INTEGRITY STABILITY

Member FDIC

Established in 1904

## Citizens Bank makes it easy to switch your checking account. Just follow these simple steps:

### 1. *Open a Citizens Bank checking account.*

Stop by the nearest Citizens Bank location and open an account. Have your new checks handy. You will need your account and bank routing numbers for the next steps.

### 2. *Sign Up for Online Banking and Bill Pay.*

Save on time, stamps and checks when you pay your bills online. Go to [www.gocitizensbank.com](http://www.gocitizensbank.com) and click on Enroll in the Online Services tab.

### 3. *Stop using your old checking account.*

Keep your old checking account open until your direct deposits and automatic payments take effect and ALL outstanding checks clear.

### 4. *Change or sign up for direct deposits.*

Use the attached "Set Up Direct Deposit" form to notify your employer and other organizations that you have a new Citizens Bank account. Fill out the form using the account number from your new Citizens Bank checks. Some organizations permit requests by phone.

If you have never set up direct deposit for Social Security, SSI – Supplemental Security Income, Veterans Affairs, Office of Personnel Management/Civil Service or Rail Road Retirement logon to:

[www.godirect.org](http://www.godirect.org) or call 1-800-333-1795.

If you have previously set up the above benefits contact the following:

Social Security or SSI [www.ssa.gov/deposit](http://www.ssa.gov/deposit) or call 1-800-772-1213

Veterans Affairs [www.ebenefits.va.gov](http://www.ebenefits.va.gov) or call 1-877-838-2778

OPM-Civil Service [www.servicsonline.opm.gov](http://www.servicsonline.opm.gov) or call 1-888-767-6738

Rail Road Retirement [www.rrb.gov](http://www.rrb.gov) or call 1-877-772-5772

Texas Teachers Retirement [www.trs.texas.gov](http://www.trs.texas.gov) or call 1-800-223-8778

New Mexico Educational Retirement [www.nmerb.org](http://www.nmerb.org) or call 505-827-8030

### 5. *Change any automatic payments.*

If you have any monthly payments (utilities, loans, membership fees) automatically deducted from your account, use the attached "Redirect Automatic Payments" form to notify the companies that you have a new account at Citizens Bank.

### 6. *Close your old account.*

Once your checks have cleared and your automatic payments have been changed to your new account, fill out the attached "Close My Old Account" form to notify your former bank that you wish to close your account.

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## Redirect Automatic Payments

Name of Financial Institution

Date

Attn: Customer Service

Address

City

State

Zip

To Whom It May Concern,

Please consider this document as authorization to change my automatic payment to my new account at Citizens Bank. The information is as follows:

**Address: 4117 S. Georgia, Amarillo, TX 79110**

**Phone Number: 806-350-5600**

**Routing Number: 111308277**

**Account Number:**

My information with your organization is:

Name:

Account Number:

Should you have any questions regarding this change in account information, please contact me at . Thank you for your attention to this matter.

Sincerely,

Your Name:

Address

City

State

Zip



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## Set Up Direct Deposit

Name of Employer

Date

Attn: Payroll Department

Address

City

State

Zip

To Whom It May Concern,  
Please consider this document as authorization to change my direct deposit information to my new account at Citizens Bank. The information is as follows:

**Address: 4117 S. Georgia, Amarillo, TX 79110**

**Phone Number: 806-350-5600**

**Routing Number: 111308277**

**Account Number:**

Checking

Savings

Should you have any questions regarding this change in account information, please contact me at . Thank you for your attention to this matter.

Sincerely,

Your Name:

Address

City

State

Zip



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## Close My Old Account

Name of Financial Institution

Date

Attn: Customer Service

Address

City

State

Zip

To Whom It May Concern,  
Please consider this document as authorization to close my Checking Savings/CD account with your institution. My account number is . I have verified that all checks have cleared this account (if applicable) and transferred any existing direct deposits and automatic withdrawals. I authorize you to release all remaining funds in the form of a cashier's check made payable to Citizens Bank. Please reference my name and Citizens Bank account number.

My bank information is as follows:

**Citizens Bank**

**4117 S. Georgia, Amarillo, TX 79110**

**Routing Number: 111308277**

**Account Number:**

Checking

Savings

Should you have any questions regarding this change in account information, please contact me at . Thank you for your attention to this matter.

Sincerely,

Your Name:

Address

City

State

Zip