

Grand Bank Switch Kit Organizer

Use this sheet to organize all of the information you need to switch your automatic payments and deposits to your new Grand Bank account. If need assistance call your nearest Grand Bank.

Your Grand Bank Account Number	
Your Grand Bank Routing Number	

	Company Name/Address	Date Letter Mailed	Estimated Switch Date (Assume 2 wks)	Status
Direct Deposits	1.			
	2.			
	3.			
Automatic Payments	1.			
	2.			
	3.			
	4.			
	5.			

	Outstanding Check Payable To:	Outstanding Check #	Outstanding Check Amount	Date Cleared
Automatic Payments				
<i>Make sure all of your outstanding checks have cleared. It should take about two weeks.</i>				

If you have questions or need assistance, call your nearest Grand Bank.

Preston Center Office
 6044 Sherry Lane
 Dallas, Texas 75225
 972-588-3000

Parkway Office
 16660 Dallas Parkway, Suite 1700
 Dallas, Texas 75248
 972-735-1000

Please change accounts for automatic payments

DATE

COMPANY NAME

ADDRESS

CITY

STATE

ZIP

BILLING ACCOUNT NUMBER

To Whom It May Concern:

I have recently changed banks and need to have my automatic payment switched from my old account to my new account at Grand Bank. My information is listed below:

OLD BANK

ROUTING NUMBER

ACCOUNT NUMBER

Please make my automatic withdrawals from my new bank.

GRAND BANK

NEW BANK

ROUTING NUMBER

ACCOUNT NUMBER

Sincerely,

SIGNATURE

NAME (Please Print)

ADDRESS

CITY

STATE

ZIP

PHONE: ___DAY ___EVENING (Check One)

Please close my account.

DATE

BANK NAME

ADDRESS

CITY

STATE

ZIP

To Whom It May Concern:

I have recently changed banks and would like you to close the account below immediately:

ACCOUNT NUMBER

NAMES ON THE ACCOUNT

Please forward all remaining funds to me at the following address.

ADDRESS

CITY

STATE

ZIP

PHONE: ___ DAY ___ EVENING (Check One)

Sincerely,

SIGNATURE

NAME (Please Print)

CO-SIGNOR SIGNATURE

CO-SIGNOR NAME (Please Print)

ADDRESS

CITY

STATE

ZIP

Please change accounts for my payroll direct-deposit

DATE

COMPANY MAKING DIRECT DEPOSIT

ADDRESS

CITY

STATE

ZIP

To Whom It May Concern:

You are currently depositing my entire paycheck, or part of my paycheck or a type of payment into the following account:

OLD BANK

ROUTING NUMBER

ACCOUNT NUMBER

Please start making these automatic payments into my new account.

GRAND BANK

NEW BANK

ROUTING NUMBER

ACCOUNT NUMBER

Sincerely,

SIGNATURE

NAME (Please Print)

ADDRESS

CITY

STATE

ZIP

PHONE: ___ DAY ___ EVENING (Check One)