

Switch Kit Forms:

- **Automatic Payment Cancellation Letter-** Use this letter enclosed in the kit to send to each of your vendors to cancel any automatic payments from your old account. Simply make as many copies of the letter as needed, fill in the fields and send your letter.
- **Automatic Payment Transfer Letter-** Use this letter enclosed in the kit to transfer your automatic payments from your old account to your new Wayne County Bank account. Simply make as many copies as need, enter your information in the fields, and send the letters to the appropriate vendors.

Note: You will also need to complete an Automatic Payment Authorization form to send with this letter in order to provide the necessary information to your vendor to begin having your payments withdrawn from your new Wayne County Bank account.

- **Automatic Payment Authorization Form-** Use this letter enclosed in the kit to send to each of your vendors to start automatic payments from your new Wayne County Bank account. Simply make as many copies as need, enter your information in the fields, and send the letters to your vendors.
- **Direct Deposit Change Request-** Use this letter enclosed in the kit to change your direct deposit from your old account(s) to your new Wayne County Bank account(s). Simply make as many copies as needed, enter your information in the fields, and send the letters to the appropriate persons.
- **Account Closing Letter-** Use this letter enclosed in the kit to notify your old bank that you are closing your account and would like to receive a check for the remaining balance. Simply enter your information in the fields and send to your old bank.
- **Loan Transfer Worksheet-** Use this worksheet to discuss transferring an existing loan to Wayne County Bank. Simply fill out the worksheet and contact a Wayne County Bank Loan Officer.