



# SWITCHING MADE SIMPLE



# Cross Keys Bank

## Switch Kit

Member  
**FDIC**

# WELCOME!

## Switch to Cross Keys Bank

Cross Keys Bank combines the value, service and convenience you've been looking for – all to make banking easier for you.

We make switching accounts simple and hassle-free. Our Switch Kit will show you how simple it is to switch your accounts in just four simple steps.

Need more personalized assistance? Stop by our nearest branch and a universal banker will be happy to assist you.

Thank you for switching to Cross Keys Bank. We look forward to taking care of your banking needs!

To find a branch near you, visit us online at [www.crosskeys.bank](http://www.crosskeys.bank) or call us at 888.766.3246.

Get started today!

# Follow these 4 simple steps:

## **01 Open and start using your Cross Keys Bank account**

We will partner with you to help you choose the accounts and services that best fit your needs.

## **02 Create your electronic transaction checklist**

It only takes a few minutes to review your old account for direct deposits and automatic payments. Use the enclosed Transactions Checklist to identify all direct deposits and automatic payments.

## **03 Change online and recurring deposits and withdrawals**

Use the Transaction Checklist to change all direct deposits and automatic payments to your new Cross Keys Bank account. Be sure to remember automatic payments from your debit card. While most direct deposit or automatic payments can be changed online or by phone, paper change forms are also included in this kit for your convenience.

## **04 Close your former account**

After all of your checks have cleared and your direct deposits and automatic payments begin posting to your new Cross Keys Bank account, complete and send the Request to Close Account(s) form to your former bank. We will be happy to assist you with completing and sending this form. Some institutions may require additional information.

**If you have additional questions, don't hesitate to call us, visit [www.crosskeys.bank](http://www.crosskeys.bank) or talk to a Universal Banker at your nearest branch.**



➔ 1 Copy

➔ 2 Complete

➔ 3 Send



# Automatic Withdrawal Change Form

To: \_\_\_\_\_

From: \_\_\_\_\_

Account Number: \_\_\_\_\_

I have recently changed banks and would like to have my transactions with your company changed to my new account. Please discontinue transactions from my old account and begin using my new Cross Keys Bank account immediately.

My new account number: \_\_\_\_\_

Cross Keys Bank routing number: 111102389

Account Type:

Checking

Savings

I have included a voided check with this authorization, if applicable.

For questions regarding this form, please call (customer number): \_\_\_\_\_

Thank you.

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

➔ 1 Copy

➔ 2 Complete

➔ 3 Send



# Direct Deposit Change Form

To: \_\_\_\_\_

From: \_\_\_\_\_

Account Number: \_\_\_\_\_

I have recently changed banks and would like to have my transactions with your company changed to my new account. Please discontinue transactions from my old account and begin using my new Cross Keys Bank account immediately.

My new account number: \_\_\_\_\_

Cross Keys Bank routing number: 111102389

Account Type:

Checking

Savings

I have included a voided check with this authorization, if applicable.

For questions regarding this form, please call (customer number): \_\_\_\_\_

Thank you.

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

1 Copy

2 Complete

3 Send



# Request to Close Account(s)

To (Former Financial Institution): \_\_\_\_\_

From (Name of Account Holder(s)): \_\_\_\_\_

Please accept this letter as written authorization to close the following account(s) at your financial institution. All outstanding transactions have cleared and electronic deposits and withdrawals have been discontinued.

Please issue a check for any remaining balance and send it to my attention at the following address:

Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please close the following account(s):

Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_

Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_

Account Number: \_\_\_\_\_ Type of Account: \_\_\_\_\_

Thank you.

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_



# Cross Keys Bank

Cross Keys Bank is a full service bank founded in 1902 to meet the needs of a growing community. Service, honor, and integrity have been the guiding principles of Cross Keys Bank, but personal commitment is what sets us apart. We are neighbors and friends who value the traditions that strengthen community while embracing the innovations that make life a little more convenient for everyone. From personal checking, savings, and insurance to a full range of business banking products, the friendly professionals at Cross Keys Bank are here for you. Visit any of our convenient locations or call on us if you need help with any of our products.

Our mission is to help our customers succeed. By their success we will succeed.

Member  
**FDIC**



SINCE  
*Safe and Sound*  
1902

**Monroe\***

1401 Hudson Lane, Ste 100  
318.361.9500

**Rayville\***

1913 Julia Street  
318.728.6380

**Sterlington\***

167 Keystone Road  
318.665.4511

**Tallulah\***

115 North Chestnut  
318.574.3210

**St. Joseph\***

307 Plank Road  
318.766.3246

**Newellton\* (ATM Only)**

3144 Highway 65

**Shreveport\***

4855 Line Avenue  
318.698.3246

**Bossier City\***

1837 Swan Lake Rd.  
318.550.4678

**West Monroe\***

400 McMillan Road  
318.362.0023

**Tyler**

4801 Old Jacksonville Hwy  
903.525.6545

*\*ATM located at branch*

[www.crosskeys.bank](http://www.crosskeys.bank)