

Switch Kit Checklist

Moving all your accounts to Sumner Bank & Trust has never been easier! Simply refer to the following guide to make your switch easy and convenient. For assistance, please contact any of our team members.



To close an account and transfer any remaining funds, you will need:

- Recent bank statement with your old account number(s)
- New SB&T account number(s)
- Sumner Bank & Trust routing number: 064108951
- Form #1 - Account Closing Notification** (provided by SB&T)
- Follow up to ensure all checks have cleared on your old account
- Double check maturity dates if transferring a Certificate of Deposit in order to avoid possible penalties

To change your payroll or direct deposit, you will need:

- Recent bank statement with your old account number(s)
- New SB&T account number(s)
- Sumner Bank & Trust routing number: 064108951
- Form #2 - Direct Deposit Request** (provided by SB&T)

To change your Social Security Direct Deposit, you will need:

- New SB&T account number(s)
- Sumner Bank & Trust routing number: 064108951

- www.ssa.gov/deposit/howtosign.htm
Visit website above to change your deposit online or print out the government's Standard Form 1199A (provided by SB&T)

To change your automatic payment or withdrawal, you will need:

- Recent statement from vendor
- New SB&T account number(s)
- Sumner Bank & Trust routing number: 064108951
- Form #3 - Automatic Payment Request** (provided by SB&T)
- You will need to complete a separate form for each vendor that debits money from your account

To discuss transferring an existing loan, you will need:

- Recent loan statement with loan account and balance remaining
- Form #4 - Loan Transfer Worksheet** (provided by SB&T)

To transfer a 401k (or other retirement account), you will need:

- Recent account statement
- Contact information for your employer or former employer
- New SB&T account number(s)