



HIGH POINT BANK

Switch Kit

Step One: Open your new account

- Simply fill out the **New High Point Bank Checking Account** form. This form is a quick & easy way to gather the information you will need to open your new account with High Point Bank.
- Bring your completed form to any High Point Bank location along with proper identification: Driver's License and Social Security card.

Step Two: Transfer your direct deposits

- You will need to notify any company that sends direct deposits to your account.
- First fill out the **Authorization To Change Direct Deposit** form for any direct deposits you wish to be transferred to your new High Point Bank account.
- Then, send the completed form to your employer's Human Resource department, or any other company handling your retirement or pension payments.
- If you receive a direct deposit from the Social Security Administration, go to their website, www.ssa.gov/deposit/howtosign.htm, or call 1-800-772-1213 in order to access the proper forms.

Step Three: Transfer your automatic payments

- Use the **Authorization To Change Automatic Payment** form for each automatic payment you wish to be transferred to your new High Point Bank account.
- You also have the option to cancel your Automatic Payments and use our FREE Online Banking with Bill Pay instead. It's the convenient, easy way to track all your payments and to make sure all your bills are paid on time.

Step Four: Close your old account

- The **Authorization to Close My Deposit Account** form should be completed for each account you wish to close and mailed to your previous financial institution.
- Once they receive this form they will follow your instructions to close the appropriate account(s).

Switch to High Point Bank Today!

We are proud to be one of the most trusted and reliable financial institutions in North Carolina, with more than 100 years of proven financial stability. High Point Bank is more than just a community bank; we are your financial partner. **Bring your completed forms to any location today so we can customize an account plan that works best for you!**



HIGH POINT BANK

Step One: New High Point Bank Checking Account

Please check one:

Individual Account

Joint Account

Primary Account Holder Information:

Joint Account Holder Information:

Name

Name

Street Address

Street Address

City, State, Zip

City, State, Zip

Mailing Address (if different)

Mailing Address (if different)

Email Address

Email Address

Home Phone

Home Phone

Work Phone

Work Phone

Cell Phone

Cell Phone

Social Security Number

Social Security Number

Driver's License Number

Driver's License Number

State

Exp. Date

State

Exp. Date

Date of Birth

Date of Birth

Mother's Maiden Name

Mother's Maiden Name

Employer

Employer

Occupation

Occupation

Signature

Signature



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Step Two: Authorization To Change Direct Deposit

Name Social Security Number

Street Address

City State Zip

Previous Financial Institution Information:

Name of Financial Institution

Address

City State Zip

Account Number

New Financial Institution Information:

High Point Bank
P.O. Box 2270
High Point, NC 27261
Routing #:

I hereby authorize my direct deposit to be sent to my new account. I have enclosed a voided check for reference.

Checking Account Savings Account

Effective Date Account Number

Name

Signature

Date



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Step Three: Authorization To Change Automatic Payment

Name _____
Social Security Number

Street Address

City _____ _____
State _____
Zip

Previous Financial Institution Information:

Name of Financial Institution

Address

City _____ _____
State _____
Zip

Account Number

New Financial Institution Information:

High Point Bank
P.O. Box 2270
High Point, NC 27261
Routing #:

I hereby authorize you to re-direct future automatic withdrawals to my new account.

Checking Account Savings Account

Effective Date _____
Account Number

Name

Signature

Date



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Step Four: Authorization To Close My Deposit Account

Primary Account Holder's Name

Social Security Number

Joint Account Holder's Name (if applicable)

Social Security Number

I hereby authorize you to close my deposit account. All checks have cleared the account and all direct deposits and/or automatic payments have been stopped.

Previous Financial Institution

Account Number

Effective Date

Please send the remaining funds with a copy of this form to:

- Directly to me at my address:

- High Point Bank, PO Box 2270, High Point, NC 27261

New Account Number: _____

Primary Account Holder's Signature

Date

Joint Account Holder's Signature (if applicable)

Date