



# THE CITIZENS BANK

*Solid Traditions. Smart Solutions.*

**Switch to The Citizens Bank today—we will make it as easy as possible!**

- 1. Open your New Account:** Fill out the attached New Account Information form and we will have everything we need to start your paperwork. Once our CSR has your paperwork, you can stop by and complete the process.  
Completion of this form will not immediately open an account. This is for information purposes only and is not considered a method of account opening. The completion of this form will begin the application process but all applications are subject to approval.
- 2. Close your old account(s):** Notify your old bank that you would like to close your account. If you use bill pay, bring us a list of your payees and we will help you set them up.
- 3. Set up your direct deposit:** Simply send our Direct Deposit form to your employer or other payment source, so your funds can automatically be deposited for your convenience.  
\*Remember, it is always good practice to leave your old account open until you confirm that your direct deposit is set up accurately.
- 4. Switch Automatic Payments:** fill out and sign the Auto Withdraw Transfer Form to send to each vendor to switch automatic payments so they will start coming out of your new account.

**The Citizens Bank is very excited that you are interested in our bank. Our friendly and helpful employees are always willing to assist in making your switch as easy as possible.**

**Please feel free to call your local branch.**

**WWW.TCBSC.BANK**

**APPLE/ANDROID APP: TCB 2GO**



# NEW ACCOUNT INFORMATION



Individual Account or 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)

Home Phone

Work Phone

Home Phone

Work Phone

Cell Phone

Cell Phone

Email Address

Email Address

Social Security Number

Social Security Number

Driver's License Number

Expiration Date

Driver's License Number

Expiration Date

Date of Birth

Date of Birth

Employer

Employer

Position

Position

### I would like to open:

Personal Checking  Savings Account  CD  IRA  Other Account

I/we would like an ATM/Debit Card

I/we would like E-Statements

I/we would like free online access, if so: Mother's Maiden Name: \_\_\_\_\_

I/we would like free bill pay activated on our online access

Please note that Primary and Joint account holders will need to sign an official account form in person at The Citizens Bank before the account can be opened. For your security, we will also need a copy of your drivers license, social security card and/or other form of identification.

**The purpose of this questionnaire is to begin the application process. All applications are subject to approval.**



DIRECT DEPOSIT  
FORM



**THE CITIZENS BANK**  
*Solid Traditions. Smart Solutions.*

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

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

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

SSN: \_\_\_\_\_

**Note:** For Social Security Direct Deposit, we can assist you with calling the Social Security Administration Direct Deposit Department at 1-800-772-1213 or by signing up online at [www.ssa.gov/deposit/](http://www.ssa.gov/deposit/).

Please send an automatic direct deposit to:

The Citizens Bank

124 Main Street, PO Box 36

Olanta, SC 29114

Bank Routing & Transit Number: 053207339

Please discontinue sending my automatic direct deposit to:

Previous Financial Institution: \_\_\_\_\_

Deposit \_\_\_\_\_  dollars or  percentage to checking account # \_\_\_\_\_

Deposit \_\_\_\_\_  dollars or  percentage to checking account # \_\_\_\_\_

I authorize the above listed entity to initiate deposit of my funds to my The Citizens Bank account. I authorize The Citizens Bank to credit entries to my account. This authorization will remain in effect until I send written notice of change or cancelation.

**I have attached a voided check to verify my account number.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# AUTOMATIC WITHDRAW TRANSFER FORM



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

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

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Please be advised that I have recently changed banks and will need to have my auto withdraw switched from my old account to my new The Citizens Bank account. The withdrawal is being applied to the following account which I have with your company or organization.

Account # with company: \_\_\_\_\_ Debit Amount: \$ \_\_\_\_\_

I currently have my automatic debit coming out of the following account:

Previous Financial Institution: \_\_\_\_\_

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

As soon as possible, I would like this automatic debit redirected to my new account at **The Citizens Bank** as follows:

Account #: \_\_\_\_\_

ABA Routing Number: 053207339

If you have any questions, please call me at: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

