

Switch Kit

Your key to a better banking relationship.

Opening your new account is easy at Xenith!

With just a few simple steps, you can:

- Close your former account
- Sign up for direct deposit
- Set up automatic payments

Helpful tips:

- Stop using your old account(s)
- Write down your previous account number(s)
- Leave sufficient funds in your previous account(s) to cover any outstanding checks
- Write down all your current automatic payments

Xenith Bank Account Number

051403164

Xenith Bank Routing Number

Look for the ABA routing number and the account number at the bottom of your checks.

MEMO

: **051403164** : **0123456789** : **0123**

BANK ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER



Automatic Payment Change Authorization

Complete and sign this form for every automatic payment you currently have from your former account(s). This form should be sent to each company who has an automatic payment set up for you.

Please keep your old account(s) open until you have confirmed that the automatic payment has taken place in your new account.

Company

Account Number

Name of Account

Previous Bank Name

Previous Bank ABA Routing Number

Xenith Bank

New Bank

Xenith Bank Account Number

051403164

Xenith Bank ABA Routing Number

Please make this change effective

Phone Number

Signature Date

Signature Date



Account Closure Authorization

Complete and mail this form to your previous financial institution to let them know that the account(s) will be closed. Please be aware that you need to allow for checks, debits and direct deposits to clear.

This form should be completed for every account you wish to move from your former financial institution.

Date

Please close my account at

Name of Account

Account Number

Account Holder(s) Name

Phone Number

Please send a check for any balance remaining in my account payable to me (Name)

Address

City State Zip Code

Signature Date

Signature Date



Move your Direct Deposit to Xenith

Complete and mail this form* to your employer, authorizing them to move your direct deposit to your new Xenith Bank account.

Please enclose a deposit slip or voided check.

Date

Employer Name

Address

City

State

Zip Code

Phone

I authorize above named to move my direct deposit to Xenith Bank

051403164

Xenith Bank ABA Routing Number

My new Xenith Bank Account Number

A voided deposit slip is attached for verification

Signature

Date

Signature

Date

**Your employer may require the use of its own form to move your direct deposit.*

