



**Making the Switch to
Community Bank.
Let us show you what
Exceeding Expectations is all
about.**

Switching your checking account can be Quick & Easy

At Community Bank, our goal is to make switching your checking account as smooth as possible! Use these tips and guides to make for an effortless transition.

If you have any questions or need assistance, visit us at a branch, email us at Customerservice@cbbristol.com or call us at 918-367-3343

☐ **1) Open your new Community Bank checking account.**

Open your new account by visiting us at our main bank location. Two forms of ID are required to open an account, including a non-expired state issued ID and a secondary form of ID, including but not limited to, a Social Security Card, Military ID, Passport, Insurance Card, etc.

Once your new account is opened, you can begin transferring your services to your new account. Follow these easy steps!

Have your account information on hand:

New Financial Institution Name: Community Bank

New Routing Number: 103112125

New Account Number: _____

Tip: The financial institution's routing number is the first 9 numbers printed on the bottom of your checks. If you don't have checks, contact your financial institution.

☐ **2) Transfer your Direct Deposits to your new Community Bank account.**

Direct Deposit makes it possible for your paycheck, Social Security payments, and other checks to be deposited directly into your account(s). Direct Deposit ensures your funds are deposited safely and available immediately.

For Payroll Deposits: Visit your HR department as they usually have specific forms for you to fill out. Please note they may require a voided check.

For Other Payments: Government checks, Pension benefits, Social Security benefits, Child Support, or other court ordered deposits, you will simply provide them with the information above to set up Direct Deposit.

☐ **3) Change Automatic Withdrawals or Bill Payments**

Review past account statements and make a list of all the companies or organizations that are being automatically deducted from your account. Remember items such as insurance, mortgage payments, utility payments, investments, memberships, and all other automatic withdrawals or payments.

Contact the companies and notify them of your new account information. In many cases, you can change your billing information online or by phone. We have also provided a list of contacts to assist you in contacting your providers.

☐ **4) Close your former bank account.**

Track your outstanding items and once your last debit, check, automatic withdrawal, and/or bill payment has cleared you are ready to close your old account and destroy all remaining checks, debit cards, and deposit slips. Avoid using your debit card to prevent shortages.



Direct Deposits to Your Account

Direct Deposits	Payer	Amount	Date Paid	Account #
Your Payroll				
Social Security				
Pension/Retirement				
Investment Income				
Other				

Automatic Payments and Bill Pay from Your Account

Payments	Company	Amount	Date Due	Account #
Mortgage or Rent				
Car Loan				
Credit Card				
Credit Card				
Electric				
Gas/Oil/Coal				
Telephone				
Cell phone				
Water				
Sewer				
Garbage				
TV Cable				
Internet Services				
Insurance				
Gym/ Health				
Daycare				
Other				

Helpful Information

<i>Social Security Administration</i>	1.800.772.1213	www.ssa.gov
<i>Department of Veterans Affairs</i>	1.800.827.1000	www.va.gov
<i>OG& E</i>	1.800.272.9741	www.oge.com
<i>O.N.G.</i>	1.800.664.5463	www.oklahomanaturalgas.com
<i>City of Bristow</i>	1.918-367-2454 (Extension 2)	www.cityofbristowok.org
<i>AT&T</i>	1.800.288.2020 (landlines) 1.800.331.0500 (mobile phones)	www.att.com
<i>T-Mobile</i>	1.800.937.8997	www.t-mobile.com
<i>Verizon</i>	1.800.922.0204	www.verizonwireless.com
<i>Dish</i>	1.888.656.2461	www.dish.com
<i>Direct TV</i>	1.800.531.5000	www.directv.com
<i>Suddenlink</i>	1.877.794.2724	www.suddenlink.com
<i>Vyve Broadband</i>	1.855.367.8983	www.vyvebroadband.com
<i>Office of Personnel Management*</i>	1.888.767.6738	www.opm.gov
<i>U.S. Railroad Retirement Board*</i>	1.877.772.5772	www.rrb.gov

** For certain US Pension payments only*



Existing Account Closing Form

Please close my account listed below and forward me a check for the total balance (plus any interest accrued if applicable) to the address listed below:

Account Number: _____

Name on Account: _____

Type of Account: ☐ Checking ☐ Savings

Social Security Number: _____

If you require any additional information, you can reach me at: _____

Please Mail a cashier's check made payable to:

Community Bank, for the benefit of _____
P.O. Box 1020
Bristow, OK 74010

OR

Name: _____ Date: _____

Address: _____ City: _____ State: _____

Thank you for your prompt attention to this matter.

Sincerely,

Account Holder Signature: _____ Date: _____

Joint Account Holder Signature: _____ Date: _____