

# Switch to the Star



**Moving your accounts to American Commerce Bank has never been easier. Please see the following guide for information necessary to complete each account activity.**

Your American Commerce Bank Account Number \_\_\_\_\_  
Routing Number: 061120453

**To close an account and transfer remaining funds, you should:**

- Maintain sufficient funds in your previous account to clear any outstanding checks or automatic withdrawals prior to closing the account completely.
- Double check maturity dates if transferring a Certificate of Deposit, in order to avoid possible penalties (you may need to provide original certificate).
- Have a recent bank statement with your previous account number(s).
- Complete the Account Closing Notification Form and present it to your previous bank to process.

**To change your payroll or direct deposit, you should:**

- Have a voided check from your American Commerce Bank account.
- Complete the Direct Deposit Request Form and present it to your employer to process.

**To change your automatic payment or withdrawal, you should:**

- Have a recent statement from the vendor.
- Complete the Automatic Payment Request Form and present it to the vendor.
- You must complete a separate form for each vendor that debits money from your account.

**To discuss an existing loan, you should:**

- Speak to a community banker at any of our branches.
- Provide a recent loan statement with loan account information and balance remaining.

**To rollover a 401(k) or another retirement account, you should:**

- Schedule an appointment with an American Commerce Bank Customer Service Representative.
- Have a recent account statement.
- Have contact information for your employer or former employer.

**To change your Social Security Direct Deposit, you should:**

- Schedule an appointment with an American Commerce Bank Customer Service Representative.
- Visit [www.ssa.gov/deposit/howtosign.htm](http://www.ssa.gov/deposit/howtosign.htm) to change your deposit online, or print, complete, and mail the government's Standard Form 1199A to the Social Security Administration.

**To establish your online banking service, you should:**

- Visit [americancommercebank.com](http://americancommercebank.com) and click "Enroll" in the top right hand corner under "Online Banking" to access the "Online Banking Enrollment Form."
- Complete the Online Banking Enrollment Form.
- Present this form to your banker or submit it by mail.
- Check e-mail for login information and instructions for accessing your new service.

**We are ready to walk you through every step.**



Member  
**FDIC**

**American  
Commerce Bank** N.A.

# Switch to the Star Account Closing Notification



**To:**  
Bank Name \_\_\_\_\_ Address \_\_\_\_\_  
City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

**From:**  
Name(s) on account(s) \_\_\_\_\_ Address \_\_\_\_\_  
City, State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

Please accept this letter as authorization to close my account(s) with your institution.  
Please close the account(s) listed below.

Account Number \_\_\_\_\_  
\_\_\_\_ Checking \_\_\_\_ Savings \_\_\_\_ Money Market \_\_\_\_ Certificate of Deposit

Account Number \_\_\_\_\_  
\_\_\_\_ Checking \_\_\_\_ Savings \_\_\_\_ Money Market \_\_\_\_ Certificate of Deposit

Account Number \_\_\_\_\_  
\_\_\_\_ Checking \_\_\_\_ Savings \_\_\_\_ Money Market \_\_\_\_ Certificate of Deposit

Please transfer any remaining funds in the accounts listed to:  
American Commerce Bank (address) \_\_\_\_\_  
City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Electronic Deposit Instructions:**

- American Commerce Bank routing number : 061120453
- Deposit entire amount to checking account number: \_\_\_\_\_ OR
- Deposit \$ \_\_\_\_\_ to savings account number: \_\_\_\_\_ AND  
the remainder to checking account number: \_\_\_\_\_.

I authorize:

- The listed entity to close the account(s) listed here.
- The transfer of my funds to my American Commerce Bank checking and/or savings account(s) as indicated.
- American Commerce Bank to credit deposits to my account(s) as specified.

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



# Switch to the Star Direct Deposit Request



Please accept this letter as notification that I have established a new checking and/or savings account at American Commerce Bank. I would like my paycheck to be automatically deposited to my American Commerce Bank account(s) according to the instructions below.

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

**To: Payroll Department**

Employer/Company Name \_\_\_\_\_

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

Social Security Number: \_\_\_\_\_

**Subject: Payroll Direct Deposit**

- Establish Direct Deposit
- Change my existing Direct Deposit

**Deposit Instructions:**

- Deposit entire amount to checking account number: \_\_\_\_\_ OR
- Deposit \$ \_\_\_\_\_ to savings account number: \_\_\_\_\_ AND  
the remainder to checking account number: \_\_\_\_\_.

American Commerce Bank Routing Number: 061120453

**I authorize:**

- The listed entity to change deposits of my funds to my American Commerce Bank checking or savings account.
- American Commerce Bank to credit funds to my account(s),
- This authorization to remain in effect until I send written notice of change or cancellation.

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



# Switch to the Star Automatic Payment Request



**Please accept this letter as notification that I have established a new checking and/or savings account at American Commerce Bank. I would like the following payment to be automatically debited from the American Commerce Bank account listed below.**

- Establish Automatic Payment**  
 **Change my existing Automatic Payment**

### Automatic Payment Information:

Company Name \_\_\_\_\_ Address \_\_\_\_\_  
City, State \_\_\_\_\_ Zip Code \_\_\_\_\_

Company Account Number \_\_\_\_\_

Payment Amount \$ \_\_\_\_\_

Monthly  Bi-Weekly  Weekly

First Payment Date \_\_\_\_\_

### Client Personal Information:

Name \_\_\_\_\_ Mailing Address \_\_\_\_\_  
City, State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Daytime Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

### Bank Account Information:

Account Type:  Checking  Savings  
American Commerce Bank Account Number \_\_\_\_\_

**American Commerce Bank routing number : 061120453**

I authorize:

- The company listed to initiate withdrawal of my funds from the above American Commerce Bank account.
- American Commerce Bank to debit funds from my account for each payment presented.
- This authorization to remain in effect until I send written notice of change or cancellation.

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

