

# Switching to Harrison County Bank is as EASY as 1-2-3!!!

**Just follow these 3 easy steps to move your account to Harrison County Bank – with no hassle.**

**Step 1:** Closing your checking account at your previous bank by filling out the Checking Account Closure Form and take it to your previous bank. You can specify the date you want your account closed and where you want your remaining balance sent.

**Step 2:** If you currently have direct deposit with your employer, fill out the Direct Deposit Change Form and give it to your employer. This form tells your employer everything they need to know about where to send your direct deposit and the effective date you want it to take place.

**Step 3:** If you currently have payments automatically deducted from your checking account or wish to initiate this service through your new account at Harrison County Bank, fill out the Automatic Payment Change Form and forward it to those companies who automatically draft your checking account on a regular basis. You can specify the effective date to start drafting your Harrison County Bank checking account.

**1.**

## CHECKING ACCOUNT CLOSURE FORM

Date \_\_\_\_\_ Name \_\_\_\_\_  
Current Financial Institution \_\_\_\_\_  
Address \_\_\_\_\_  
Account # Being Closed \_\_\_\_\_ New Account # \_\_\_\_\_  
New Financial Institution Name and Address Harrison County Bank, PO Box 98, Lost Creek, WV 26385  
Attention New Accounts Telephone 304-745-3342

I hereby authorize the closure of my account effective (date) \_\_\_\_\_

Social Security # \_\_\_\_\_ Signature \_\_\_\_\_

**PLEASE SEND THIS TO THE FINANCIAL INSTITUTION THAT CURRENTLY HAS YOUR CHECKING ACCOUNT**

**2.**

## DIRECT DEPOSIT CHANGE FORM

Date \_\_\_\_\_ Name \_\_\_\_\_  
Name of Employer \_\_\_\_\_  
Employer's Address \_\_\_\_\_  
PREVIOUS Financial Institution \_\_\_\_\_  
Address \_\_\_\_\_  
Previous Account # \_\_\_\_\_  
NEW Financial Institution Name and Address Harrison County Bank, PO Box 98, Lost Creek, WV 26385  
Routing # for new bank 051502913 New Account # \_\_\_\_\_ Telephone 304-745-3342

I hereby authorize direct deposit to my account effective (date) \_\_\_\_\_

Social Security # \_\_\_\_\_ Signature \_\_\_\_\_

**PLEASE SEND THIS TO YOUR PRESENT EMPLOYER (Your employer may require additional forms)**

**3.**

## AUTOMATIC PAYMENT CHANGE FORM

Date \_\_\_\_\_ Name \_\_\_\_\_  
Name of Company \_\_\_\_\_  
Company's Address \_\_\_\_\_  
PREVIOUS Financial Institution \_\_\_\_\_  
Address \_\_\_\_\_  
Previous Account # \_\_\_\_\_  
NEW Financial Institution Name and Address Harrison County Bank, PO Box 98, Lost Creek, WV 26385  
Routing # for new bank 051502913 New Account # \_\_\_\_\_ Telephone 304-745-3342

I hereby authorize automatic payment to my account effective (date) \_\_\_\_\_

Social Security # \_\_\_\_\_ Signature \_\_\_\_\_

**PLEASE SEND THIS TO THE COMPANY THAT RECEIVES YOUR ELECTRONIC PAYMENT**