





Account Switch Instructions

Switching your checking account to Parkway Bank is easier than you think! Simply follow the checklist below and use the forms provided, for a smooth account transition.

-  1. Open your Parkway Bank checking account (and discontinue using your old checking account).
-  2. Switch your Direct Deposits:
For each Direct Deposit currently going into your old checking account (such as from employer payroll, retirement/pension plans, or social security):
 - First check the website of each company that sends you direct deposits; if they provide an online form to change the receiving account, complete their form using your new Parkway Bank account number.
 - For companies that do not provide an online form, please fill out a Direct Deposit Account Change form (enclosed or available on our website; print additional copies of form if needed).
 - Submit a completed form to each company that makes a Direct Deposit to your account.
 - To transfer Social Security direct deposit, call (800) 772-1213 or visit the SSA website at www.socialsecurity.gov/deposit/ (please allow 30-60 days for processing).
-  3. Switch your Automatic Payments (Auto Debits):
For each Automatic Payment currently being taken out of your old checking account (such as utilities, cable company, internet, insurance or rent/mortgage payments):
 - First check the website of each company that takes an automatic payment out of your account; if they provide an online form to change the automatic payment account, complete their form using your new Parkway Bank account number.
 - For companies that do not provide an online form, please fill out an Automatic Payment Account Change form (enclosed or available on our website; print additional copies of form if needed).
 - Submit a completed form to each company that takes an Automatic Payment from your account.
-  4. Close your old checking account:
 - Make sure all checks and debit card purchases have cleared your account.
 - Fill out the Account Closing Instructions form and submit it to your old bank.
 - Destroy your old checks, deposit slips, and debit/credit cards associated with your closed account.

Thank you for choosing Parkway Bank! We look forward to serving you.

Be sure to keep sensitive account information secure. Be careful when sending account information by fax or email, as the transmission may not be secure. Remember to shred any forms that include sensitive account information when finished.

Personal Check

Name _____	Date _____	000
Address, City, State _____		
Pay to the Order of _____	\$ _____	
(Bank Name and Location) _____		
000000000	000000000	000

Routing Number
Account Number

