

A large, stylized graphic of a lion's face in shades of blue, serving as a background for the text.

**CONSUMER SWITCH KIT
ORGANIZER**



AMERIS BANK

MAKE THE SWITCH TO AMERIS BANK.

You've come to the right place! We want to make switching your accounts to Ameris Bank hassle free! Use this organizer as a road map as you make the switch. This guide helps you keep track of all the information you will need when moving your automatic payments and deposits to your new Ameris Bank account. The information you gather within this organizer is solely for your reference – you will not have to submit it to anyone.

To switch, follow these simple steps and use the forms we've provided within this Switch Kit Organizer on pages 3-5:

Step 1: Open your new Ameris Bank checking account(s).

Your Banker will be with you every step of the way. Once your account is opened, we'll make sure you are enrolled in Ameris Bank Online Banking to manage your accounts and payments online.

For quick reference, below is the contact information for your Personal Banker:

Step 2: Transfer your automatic transactions to Ameris Bank.

On page 5 of the Switch Kit Organizer, you will find the Account Transfer Letter. Please fill out this letter and send it to any providers so they will begin using your new Ameris Bank account number. As a best practice, be sure to contact your providers to confirm they have received the letter and are switching your accounts as instructed. Use the Switch Kit Organizer on page 3 to keep track of:

- Automatic payments such as automatic utility bill payments, loan payments, etc.
- Payroll Funding Account.

Step 3: Stop using your old account(s).

Once you have received your new Ameris Bank checks and cards, stop using and destroy the checks and cards associated with your closed account(s). Keep in mind that you should allow at least 10 business days for outstanding checks, debit card purchases and automatic payments to clear. Keep track using the Switch Kit Organizer on page 3.

Step 4: Close your old account.

Once you have confirmed that all transactions have cleared from your old account and all automatic transactions have been switched to your Ameris Bank account, send the Account Closing Letter found on page 6 to your old bank. This will notify your closed bank to close your account and send you a check for the remaining balance.

New Ameris Bank Account Number(s):

New Ameris Bank Routing Number: **061201754**

Accounts to close:

IMPORTANT: Before you close previous account(s), allow approximately 10 business days for all outstanding checks, debit card purchases and automatic payments to clear.

Bank Name	Routing Number (9 Digits)	Account Type (Checking, Savings, etc.)	Account Number	Account Closed (Yes or No)

Automatic payments to switch:

FAQ – Enroll in Ameris Bank Online Banking to schedule Online Bill Payments. Payments can be scheduled for any time and date –even on weekends and holidays; there is even an express pay function.

To learn more visit www.amerisbank.com/online

Company/Payee	Payment Frequency or Recurring Date	Amount	Date “Acct. Transfer Letter” Mailed	Status

Bill payments to switch:

Company/Payee	Payment Frequency or Recurring Date	Amount	Date “Acct. Transfer Letter” Mailed	Status

MEMO

ACCOUNT TRANSFER LETTER

DATE: _____

ATTN: Customer Service Department

VENDOR NAME: _____

VENDOR ADDRESS: _____

VENDOR CITY, ST, ZIP: _____

REGARDING: Changing of Account Number

To Whom It May Concern:

I have recently changed banks. Please update your records to reflect my new account information. As of (date) _____, stop using the closed account information and begin using the new account information listed below.

I hereby authorize you to update your records with the below account information:

New Bank	Ameris Bank
New Account Number	
New Routing Number	061201754
Name(s) on Account	

Please delete all reference to the old account:

Financial Institution where Account was Closed	
Effective Date of Account Closing	
Closed Account Number	
Names on Account	

Sincerely,

Signature

Signature

Please Print:

Name: _____

Company: _____

Address: _____

City, St, Zip: _____

Please Print:

Name: _____

Company: _____

Address: _____

City, St, Zip: _____

MEMO

ACCOUNT CLOSING LETTER

DATE: _____
ATTN: Customer Service Department
BANK NAME: _____
ADDRESS: _____
CITY, ST, ZIP: _____
REGARDING: Account Closing

To Whom It May Concern:

I have recently changed banks and would like to close the account(s) listed below. Close all account(s) as of (date) _____.

Account Type (checking, savings, etc.)	Account Number

Please forward all remaining funds to the address provided at the bottom of this letter. If you need any additional information, please contact me directly at:

Name: _____

Phone: _____

E-Mail: _____

Sincerely,

Signature

Signature

Please Print:

Name: _____

Company: _____

Address: _____

City, St, Zip: _____

Please Print:

Name: _____

Company: _____

Address: _____

City, St, Zip: _____