



*We love  
what we do.*

**YOU** WILL TOO.

We'll help you make the switch.

Bank of  
Tennessee

Carter  
County  
Bank

Mountain  
Community  
Bank

CARTER COUNTY BANK AND MOUNTAIN COMMUNITY BANK ARE DIVISIONS OF BANK OF TENNESSEE MEMBER FDIC

Bank of Tennessee, along with our divisions, Carter County Bank and Mountain Community Bank, is a locally owned and operated community bank focused on improving the financial health and well-being of our customers and our communities.

**Choosing a bank is not an insignificant decision, and you have many options when selecting the right financial partner for your family or for your business.**

That's why our mission is to provide an uncompromising customer experience, featuring just-right-for-you products, delivered in the most modern channels, and powered by a talented team of friendly and knowledgeable people who go above and beyond to deliver touches that people don't expect from a bank.

You have many options. That's why we will ensure that your banking experience with us will be simple, convenient and stress-free each and every time you visit one of our branches or use any of the many online and mobile channels we offer. We've made it easy to switch to Bank of Tennessee.



We know your time is valuable. We've created this simple switch kit to make your transition to Bank of Tennessee fast and easy. Just follow these simple instructions to get started.



Visit any Bank of Tennessee location and let us customize the Perfect Checking account for you. You can also open an account online.



You'll want to be sure to stop using your old account and allow 2 weeks for all checks to clear.



To set up your direct deposit, use the 'Switch My Deposit' form and send it to your employer, your retirement plan or the Social Security Administration (you may also call 1-800-333-1795 or visit [GoDirect.org](https://www.godirect.org) to set up direct deposit for Social Security payments). Be sure to include a voided Bank of Tennessee check with your request.



Change your automatic payments. Use the 'Switch My Autopay' form to change any withdrawals or payments that are automatically made from your old account. (Examples: Mortgage, Insurance, Utility Bills, Car Payment) Don't forget to contact the companies that may be using your debit card information and provide your new card number.



Close your old account. Now that your checks have cleared, and you've changed your automatic deposits and payments, there's only one more thing to do. Use the 'I've Switched Banks' form to let your old bank know you've found someone else.

If you have any questions or need assistance, please contact us at 866.378.9500, stop by any branch location or send us an email and we'll be glad to help.

# SWITCH KIT CHECKLIST

	Company	Date Contacted	Completed
DIRECT DEPOSIT	Employer	07/20/16	✓
DIRECT DEPOSIT	Social Security		
DIRECT DEPOSIT			
AUTOPAY	Mortgage		
AUTOPAY	Electric Company		
AUTOPAY	Cell Phone		
AUTOPAY			
AUTOPAY			
AUTOPAY			
AUTOPAY			
PREVIOUS BANK			
PREVIOUS BANK			





## SWITCH MY DEPOSIT

### Change your direct deposit to Bank of Tennessee

To set up your direct deposit, use the 'Switch My Deposit' form and send it to your employer, your retirement plan or the Social Security Administration (you may also call 1-800-333-1795 or visit [GoDirect.org](https://www.godirect.org) to set up direct deposit for Social Security payments). Be sure to include a voided Bank of Tennessee check with your request. Please make as many copies of this form as needed.



# SWITCH MY DEPOSIT

Please change the account for my direct deposit.

You are currently depositing my paycheck or a type of payment to the following account:

My Previous Bank	My Previous Bank's Routing Number
My Previous Account Number	

Please begin making these automatic deposits into my new Bank of Tennessee account.

My New Bank's Routing Number	My New Account Number
------------------------------	-----------------------

If you have any questions about this request, please call me. I'm enclosing a voided a check from my new account. Thanks!

Name (please print)	Signature
Address	City/State/ZIP
Phone Number	



## SWITCH MY AUTOPAY

### Change your automatic payments to Bank of Tennessee

Change your automatic payments. Use the 'Switch My Autopay' form to change any withdrawals or payments that are automatically made from your old account. Don't forget to contact the companies that may be using your debit card information and provide your new card number. Please make as many copies of this form as needed.



# SWITCH MY AUTOPAY

**Please change accounts for my automatic payments.**

I've recently changed to Bank of Tennessee. You are currently withdrawing \$\_\_\_\_.\_\_\_\_ each month from the following account:

---

My Previous Bank

---

My Previous Bank's Routing Number

---

My Previous Account Number

---

On (date of month)

Please stop making withdraws from this account on (date: MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_ and start making them from my Bank of Tennessee account.

---

My New Bank's Routing Number

---

My New Account Number

If you have any questions about this request, please call me. I'm enclosing a voided a check from my new account. Thanks!

---

Name (please print)

---

Signature

---

Address

---

City/State/ZIP

---

Phone Number





## I'VE SWITCHED BANKS

### Close your old account.

Close your old account. Now that your checks have cleared, and you've changed your automatic deposits and payments, there's only one more thing to do. Use the 'I've Switched Banks' form to let your old bank know you've found someone else. Please make sure all your automatic payment and deposit requests have been processed prior to closing your account. This may take 4-8 weeks to take effect.



# I'VE SWITCHED BANKS

Please close my account.

Date	Bank Name
------	-----------

Address	City/State/ZIP
---------	----------------

To whom it may concern:

Please close the following account number:

\_\_\_\_\_

and send a check for the remaining balance to the address below.

If you have any questions about this request, please call me. Thanks!

Name (please print)	Signature
---------------------	-----------

Joint Owner Name (please print)	Joint Owner Signature
---------------------------------	-----------------------

Address	City/State/ZIP
---------	----------------

\_\_\_\_\_

Phone Number

**Bank of  
Tennessee**

**Carter  
County  
Bank**      **Mountain.  
Community  
Bank**

Carter County Bank and Mountain Community Bank are divisions of Bank of Tennessee    Member FDIC

**LOCATIONS**

**CONTACT US**

[bankoftennessee.com](https://bankoftennessee.com) | 866.378.9500