

Switcheroo **Making the switch to Village Bank as easy as possible.**

Interested in switching your accounts to Village Bank, but not sure how to get started? That's why we've developed the Village Bank Switcheroo, a step-by-step checklist to help make your transition to a new Village Bank account quick and easy. Just follow the simple steps to get started.

If we can be of any assistance throughout the transition, please call any of our branch locations or our customer service center at **804.897.3900**. Thank you for choosing Village Bank. We value and appreciate your business!

1) Open an account in a Village Bank branch.

- Visit our Web site (www.villagebank.com), for more information on Village Bank accounts.
- Use the Branch Locator on our Web site, (www.villagebank.com) to locate the Village Bank branch closest to you.
- Customer service center number: **804.897.3900**

2) Stop using your former account and begin using your new Village Bank account as soon as possible.

- Be sure to leave sufficient funds in your former account until all of your checks have cleared and any automatic withdrawals have been successfully transferred to Village Bank.

3) Change your Direct Deposits to Village Bank.

- Use our attached Direct Deposit Authorization Change Form to change any direct deposits. Remember to attach a voided Village Bank check to this form.

4) Change your Automatic Payments or Withdrawals to Village Bank.

- Use our attached Automatic Payment or Withdrawal Authorization Change Form to change any automatic payment or withdrawal.

5) Close your former account at the other institution.

- Use our attached Account Closing Form to close your account at the other banking institution.
- Once you close your account at the other institution, bring your old financial documents and we will shred your old checks, etc. from your former bank.

Routing and Account Numbers...

How to find them:

1. The bank's routing number is the 9-digit number located in the bottom left corner of your check.
2. Your account number is the set of numbers appearing just after the routing number or to the right of the check sequence number. Although your Account Number may contain spaces and symbols, do not type them.

YOUR FINANCIAL INSTITUTION
ANYTOWN, USA

FOR _____

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Use this form to gather all of your auto pay and deposit information in one place for easy reference.

Automatic Payment Checklist

Payment	Company	Account Number	Amount	Date of Payment
Mortgage/Rent				
Auto Loans				
Insurance				
Credit Cards				
Gas/Oil				
Electric				
Cable/TV				
Telephone				
Cell Phone				
Water				
Trash Removal				
Internet Provider				
Health Club				
Investments				
IRA/Retirement				
Charities				
Daycare				
Tuition/School Expense				
Other				

Direct Deposit Checklist

Payment	Company	Account Number	Amount	Date of Payment
Employee Payroll				
Pension(s)/Retirement Plans				
Social Security				
Investment Incomes				
Other				

Helpful Phone Numbers and Web sites

Social Security Administration	800.772.1213	www.ssa.gov
Office of Personnel Management	888.767.6738	www.opm.gov
Railroad Retirement Board	800.808.0772	www.rrb.gov
Department of Veterans Affairs	877.838.2778 or 800.827.1000	www.va.gov



Account Closing

Use this form to Close Your Account at another bank institution and request a check for the remaining balance.

Date: _____

To: _____ (Bank Name)
_____ (Bank Address)
_____ (City, State, Zip)

Primary Account Holder:
_____ (Name)
_____ (Home Address)
_____ (City, State, Zip)

Secondary Account Holder:
_____ (Name)
_____ (Home Address)
_____ (City, State, Zip)

Note:

- If there are multiple accounts involved please complete a form for each account.
- Verify all checks and payments have cleared prior to submitting this form to close your account.

Please accept this as my authorization and direction to close my account with your institution.

Account Number: _____
Checking Savings CD Money Market (*select one*)

Please send the check in the amount of my account balance plus any accrued interest to my attention at the address on file.

If you should have any questions regarding this transaction please call me at my daytime phone number: _____.
Thank you for your cooperation.

Sincerely,

(Customer Signature)



Automatic Payment or Withdrawal Authorization Change Form

Use this form to change your Automatic Payments or Withdrawals to Village Bank (e.g. loan payment, insurance payment, transfers to brokerage accounts or savings accounts).

Date: _____

To: _____ (Company Name)
_____ (Address of Company)
_____ (City, State, Zip)

From: _____ (Name)
_____ (Home Address)
_____ (City, State, Zip)

Note:

- If there are multiple payments involved please complete a form for each.

Please accept this letter as authorization to change the bank account information for automatic payments or withdrawals in the name of: _____, customer account number: _____, payment type: (i.e. Mortgage, Auto, Utilities, etc) _____, approximate amount of transfer _____.

I am aware that some automatic payments or withdrawals require advance notice of changes. Please include those notice periods when determining the new effective date.

Effective immediately, the new bank information is as follows:

Village Bank Account Number: _____
Checking Savings CD Money Market (*select one*)

ABA Bank Routing Number: **051409029**

If you should have any questions regarding this transaction please call me on my daytime phone number: _____.
Please send me written confirmation of when the change will be effective.

Thank you for your cooperation.

Sincerely,

(Customer Signature)

If available, attached is a voided check from my account.



Direct Deposit Authorization Change Form

Use this form to change your direct deposit to Village Bank (payroll, dividends, royalties, etc)

Date: _____

To: _____ (Company/Employer Name)
_____ (Address of Employer Company)
_____ (City, State, Zip)

Primary Account Holder:
_____ (Name)
_____ (Home Address)
_____ (City, State, Zip)

Secondary Account Holder:
_____ (Name)
_____ (Home Address)
_____ (City, State, Zip)

Note:

- If there are multiple accounts involved please complete a form for each account.
- Contact your employer(s) concerning Direct Deposit changes
- Verify your HR department does not require the use of their forms.

Please accept this letter as authorization to change the bank account information for direct deposit in the name of: _____, payment type: (i.e. Payroll, Pension/Retirement, Investment Income, other-please specify) _____.

I am aware that some automatic deposits require advance notice of changes. Please include those notice periods when determining the new effective date.

Effective immediately, the new bank information is as follows:

Village Bank Account Number: _____
Bank Address: **15521 Midlothian Turnpike, Suite 200, Midlothian, VA 23113**
Checking Savings CD Money Market (*select one*)
ABA Bank Routing Number: **051409029**

If available, attached is a voided check from my account.

If you should have any questions regarding this change, please call me on my daytime phone number: _____.
Please send me written confirmation of when the change will be effective.

Thank you for your cooperation.

Sincerely,

(Customer Signature)

