



That's it! It's really that simple!

Welcome to the Village family!

In no time, you will have switched financial institutions. Thank you for choosing Village Bank. If we can be of any assistance throughout this transition, please do not hesitate to contact us.

- ☎ Main (804) 897-3900
- ☎ Customer Service (866) 806-9306
- ✉ villagecustomercare@villagebank.com
- 🌐 villagebank.com

Helpful Online Resources

Here are some additional documents to make your transition even easier.

- Automatic Payment and Direct Deposit Checklist
- Direct Deposit Authorization Form
- Automatic Payment Authorization Form
- Authorization To Close Accounts Form

Simply scan the QR code below to download these helpful forms.



Learn more about other programs

Digital Wallet – Faster. Easier. Safer.

With Digital Wallet you can make purchases securely without cash or swiping a card. Now you can use Apple Pay, Google Pay or Samsung Pay, depending on your mobile device, with your Village Bank debit and credit cards. Pay quickly and conveniently at checkout in stores, online and for in-app purchases!

Visit www.villagebank.com/digital-wallet for more detailed information.

Card Valet

This app is free to download to your smartphone and helps you avoid fraud or identity theft by simply turning your card on and off. You can also get real-time balances, browse recent transactions, sign-up for text alerts and restrict transaction types. This convenience is available on both Village Bank debit and credit cards.

Visit www.villagebank.com/debit-card for more detailed information or visit www.cardvalet.com to download the app.

Village uChoose Rewards

Earn points on daily transactions with your personal Village Bank Debit MasterCard® and redeem them for cash back, gift cards, and merchandise. All you need to do is sign up! Cardholders will earn:

- 2 points for every \$4 spent on signature-based transactions.
- 1 point for every \$4 spent on all other debit purchases.

Visit www.villagebank.com/debit-card for more detailed information.



BE SURE TO FOLLOW US ON



www.villagebank.com
Main: 804.897.3900 | Customer Service: 866.806.9306

Routing Number: 051409029 | Bank NMLS ID: 416471
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Make the switch!

PERSONAL TRANSFER KIT

Thank you for choosing to make the switch! Inside this guide you will find everything you need to switch your account(s) from your previous financial institution(s) to Village Bank.

After completing the four SIMPLE steps outlined below, your switch will be complete!

Reach out to us anytime if you have questions or need additional support.

1 Stop Using Your Previous Checking Account.

Allow time for all outstanding checks and debits to clear – usually about 10 days. You should leave the account open until all direct deposits and automatic payments have successfully switched to Village Bank.



Set a reminder for 10 days from now on your calendar to look back at your old account and make sure everything has cleared.

2 Move Direct Deposits To Village Bank.

Notify anyone making direct deposits to your previous account of your new Village Bank account information. We have a Direct Deposit Authorization Form available to assist you in quickly making this switch.



Other institutions may require additional documents to make this change. Contact anyone making direct deposits to your previous account to verify the documentation they require.

3 Transfer Automatic Payments and Bill Pays To Village Bank.

Notify anyone deducting automatic payments from your previous account of your new Village Bank account information. There is an Automatic Payment Form available to assist you in quickly making this switch.



Review the latest bank statement from your previous account to make sure you don't overlook any recurring auto drafts.

4 Close Your Previous Checking Account.

After all your checks and automatic payments have cleared, close your previous checking account. We've created a simple form for you to notify your previous financial institution of your decision to close your account(s).



Remember to securely destroy all checks and debit cards related to your closed accounts.

Automatic Payment and Direct Deposit Checklists

Use this checklist to take an inventory of your automatic payments and direct deposits. This is also available online.



Please Note: You should leave your account open until all direct deposits and automatic payments have successfully switched to your Village Bank account.

AUTOMATIC PAYMENT CHECKLIST

PAYMENT	COMPANY	ACCOUNT NUMBER	AMOUNT	DATE OF PAYMENT
<input type="checkbox"/> Mortgage/Rent				
<input type="checkbox"/> Auto Loans				
<input type="checkbox"/> Insurance				
<input type="checkbox"/> Credit Cards				
<input type="checkbox"/> Gas/Oil				
<input type="checkbox"/> Electricity				
<input type="checkbox"/> Cable/TV				
<input type="checkbox"/> Telephone				
<input type="checkbox"/> Cell Phone				
<input type="checkbox"/> Water				
<input type="checkbox"/> Sanitation				
<input type="checkbox"/> Internet Provider				
<input type="checkbox"/> Memberships (Health Club, Auto Club, Subscriptions etc.)				
<input type="checkbox"/> Investments				
<input type="checkbox"/> IRA/Retirement				
<input type="checkbox"/> Digital Wallets (Apple Pay, Google Pay, PayPal etc.)				
<input type="checkbox"/> Charities				
<input type="checkbox"/> Daycare				
<input type="checkbox"/> Other				

DIRECT DEPOSIT CHECKLIST

DIRECT DEPOSIT	COMPANY	ACCOUNT NUMBER	AMOUNT	DATE OF PAYMENT
<input type="checkbox"/> Employee Payroll				
<input type="checkbox"/> Pension/Retirement				
<input type="checkbox"/> Social Security				
<input type="checkbox"/> Investment Income(s)				
<input type="checkbox"/> Other				