



This packet contains the following information to help make your switch to BB&T easy:

- Switch forms
- A Switch Kit Checklist
- An Online Payment worksheet to help you switch your payments to BB&T

### Next Steps

- Sign and mail your **Authorization to Change Direct Deposit** form to your payroll department and any one else that automatically deposits funds to your account. If you are receiving Social Security or a government payroll or pension payment, go to [www.godirect.gov](http://www.godirect.gov).
- Sign and mail your **Authorization to Change Automatic Payment** form to all companies that are receiving automatic payments from your former financial institution.
- If you have payees, or scheduled or recurring online bill payments, use OnLine Bill Payment and the Check Card Worksheet to transfer them to BB&T.
- Go to [www.BBT.com](http://www.BBT.com) to enroll in BB&T OnLine<sup>®</sup> banking with OnLine Bill Payment.
- Verify all of your automatic deposits and automatic payments have been switched to your BB&T account. Sign and mail the **Authorization to Close Account** form to close your account at your former financial institution. Make sure you leave enough money in your old account to cover any outstanding checks (for 10 business days). Finally, shred any unused checks, deposit slips, and ATM or check cards from your old account.

### Checklist

The **Switch Kit Checklist** will help you make sure you have successfully moved your direct deposits and automatic payments.

Use the **Online Payment worksheet** to move your Online Bill Pay Payees and other payments. BB&T OnLine Bill Payment is FREE and lets you make payments to any individual or Payee in the United States. If you are not currently enrolled in BB&T OnLine banking with OnLine Bill Payment, visit [www.BBT.com](http://www.BBT.com) to sign up.

### BB&T Switch FAQs

[www.bbt.com/switch/switch\\_faq.html](http://www.bbt.com/switch/switch_faq.html)

### Contact Us

1-800-BANK BBT (1-800-226-5228), option 4



## Authorization to Change Direct Deposit

Print and complete a copy of this form for each depositor with whom you have arranged for direct deposit (payroll, dividends, etc.) to notify them that you are authorizing the direct deposit to be made to your new BB&T account.

### My account at the following financial institution has been closed:

Name of Former Financial Institution: \_\_\_\_\_

Former Routing Number: \_\_\_\_\_

Former Account Number: \_\_\_\_\_

Name on Account: \_\_\_\_\_

SSN/TIN: \_\_\_\_\_

### Please establish direct deposit into my BB&T account:

BB&T Routing Number: \_\_\_\_\_

New BB&T Account Number: \_\_\_\_\_

I have enclosed a deposit slip to verify my new BB&T account number.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Authorization to Change Automatic Payment

Complete this form to cancel automatic payments/drafts (utilities, telephone, etc.) that you make from your former account. Print as many copies of this form as you need to mail one to each of the companies that you have an automatic draft with before your next payment is due.

You can view a directory of payees that accept Visa® for bill payment here:  
[http://visa.billeo.com/page/billersearchpage.do?sitename=VISA\\_P](http://visa.billeo.com/page/billersearchpage.do?sitename=VISA_P)

**I hereby authorize automatic payment/draft from my new account at BB&T:**

Company to receive this form: \_\_\_\_\_

Account Number: \_\_\_\_\_

BB&T Routing Number: \_\_\_\_\_

New BB&T Account Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_



## Request and Approval to Change Automatic Transfer

Print and complete a copy of this form to notify any banks or companies that you are authorizing your automatic transfer (loan payment, insurance payment, transfers to brokerage accounts, transfers to savings accounts, etc.) to your new BB&T account.

**From:**

Name of Former Financial Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

**To:**

Name of Financial Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Schedule/Frequency: \_\_\_\_\_

Please use this letter as my authorization to switch the transfer to the below listed account at BB&T.

BB&T Routing Number: \_\_\_\_\_

BB&T Account Number: \_\_\_\_\_

All other aspects of the transfer should remain the same. Please make this change effective: \_\_\_\_\_

If you need further information I can be contacted at: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Authorization to Close Account

Complete this form and mail it to your former financial institution to notify them that you are closing your account and would like to receive a check for the remaining balance. Please allow time for direct deposits or checks that may already be in process. You can view a directory of payees that accept Visa® for bill payment here: [http://visa.billeo.com/page/billersearchpage.do?sitename=VISA\\_P](http://visa.billeo.com/page/billersearchpage.do?sitename=VISA_P).

### Please close my account at:

Name of Former Financial Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Secondary Name on Account: \_\_\_\_\_

SSN/TIN: \_\_\_\_\_

### Please send a check payable for the remaining balance in the above account.

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

### Please establish direct deposit into my new BB&T account.

BB&T Routing Number: \_\_\_\_\_

BB&T Account Number: \_\_\_\_\_

I have enclosed a deposit slip to verify my new BB&T account number.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## Switch Checklist

To ensure a smooth transition, please go over this checklist and make sure you've covered everything you need to start banking with BB&T.

You can view a directory of payees that accept Visa® for bill payment here:

[http://visa.billeo.com/page/billersearchpage.do?sitename=VISA\\_P](http://visa.billeo.com/page/billersearchpage.do?sitename=VISA_P)

### Did you...

- Open your BB&T checking and savings account?
- Change your direct deposits to your new BB&T account?
- Change your automatic transfers over to your new account?
- Change your automatic payments and drafts over to your new BB&T account?
- Close your checking accounts at your old financial institution?
- Enroll in BB&T OnLine® banking and set up your Bill Payments?
- Find your local BB&T financial institution?