



VIRGINIA COMMERCE BANK

Are you ready to **Make the Switch** and  
**See the Difference** in your banking?

**VCB**  
**Switch Kit**



[VCBonline.com](http://VCBonline.com)

Member  
**FDIC**

# Let us Help You *Make the Difference* in your checking account – Make the Switch!

## We'll do all the work for you to make this transition simple and seamless.

With all the value in your VCB checking account, you'll also find the change to be quite rewarding.

Once you've opened your VCB account, there are a few things that need to be done to make the transition complete. Please use this checklist to easily stay on track:

### What you'll find in this kit...

This kit provides all of the forms we need to make the switch to VCB. The best part is that this kit is not for you; it's for us. We'll need your help, but we'll gladly fill out the forms. Making financial life easy for you is part of the VCB difference! Your VCB Switch Kit includes:

- Automatic Deposit/Payment Authorization Forms
- Direct Deposit Authorization Form
- Account Closing Request Letter

### Make the Switch Checklist



Stop using your old account, and let all outstanding checks clear. Also, leave enough funds to cover any automatic payments that may still need to be withdrawn.



Destroy your unused checks, deposit tickets and ATM/Debit Cards.



Let us help you use the forms in this kit to change any direct deposits and automatic payments linked to your account or debit card. See Page 4 for some common examples of these types of transactions.



Use free VCB Online Banking and Bill Pay to set up automatic payments.



Close your former account, using the written notice in this kit. Do not close your former account until all outstanding checks have cleared and all automatic payments and direct deposits are going through your VCB account.

We'll take care of everything for you once you've given us the necessary information and your much-appreciated authorization.

### Thank you ...

We greatly appreciate your business. It is our mission to understand your needs in order to deliver personalized financial solutions for your short-term goals and life-long dreams. We look forward to *Making the Difference* for you!

# Changing automatic deposits and payments is as easy as...

- 1** Review your existing bank statements to identify your current automatic deposits and withdrawals.
- 2** Complete an Authorization Form for each automatic deposit and withdrawal you have, and send them out with a voided check.
- 3** Review your first VCB checking account statement to ensure that all deposits and withdrawals have transferred over. Then, sit back and relax.

**And, don't forget, we're here to help!**



VIRGINIA COMMERCE BANK

## Automatic Deposit/Payment Authorization Form

Company \_\_\_\_\_

Company Address  
\_\_\_\_\_  
\_\_\_\_\_

To Whom It May Concern:

I request my automatic\_\_ deposit / \_\_ payment  
to be switched to Virginia Commerce Bank.

My information is

Name \_\_\_\_\_

Account # \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

My new bank information is as follows:

Account # \_\_\_\_\_

ABA/Routing # 056005253

Account Type \_\_\_\_\_

Address **5350 Lee Hwy.  
Arlington, VA 22207  
(703) 534-0700**

Signature \_\_\_\_\_

Date \_\_\_\_\_



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(703) 534-0700**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Automatic Transactions Checklist**

Below are some common sources of direct deposits and automatic payments.

We can help you contact them to get everything switched over to VCB.

**Direct Deposit:**

- Your employer’s human resources department
- The company handling your retirement or pension payments
- Social Security Administration (we can make this change by telephone)

**Automatic Payments:**

- Car Payment, Insurance
- Mortgage, Homeowners or Condo Association
- Utility Companies (Electricity, Gas, Water, etc.)
- Telephone and Mobile Phone Companies
- Cable or Satellite Television Company

## Direct Deposit/Payroll Deposit Authorization

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please discontinue sending my direct deposit to my current financial institution and begin sending it to the following institution:

**Virginia Commerce Bank  
Arlington, VA 22207  
Transit/ABA #056005253**

Deposit in the Name of:

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Deposit Instructions:

Deposit entire amount to checking account number \_\_\_\_\_

**OR**

Deposit \$ \_\_\_\_\_ to account number \_\_\_\_\_

and the remainder to account number \_\_\_\_\_

This authorization is to remain in effect until I send written notice of change or cancellation. Please contact me at the following phone number if you have any questions:

Phone Number \_\_\_\_\_

Sincerely:

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

# Account Closing Request

To Whom It May Concern:

Date \_\_\_\_\_

This letter informs you that I/we would like to close the account(s) listed below. Please send a check to me/us at the address listed below for any remaining funds in the account(s).

If you have any questions regarding this request, please contact me/us at the phone number or address listed below.

Thank you.

Please close the following accounts:

Account Type (Checking, Savings, etc.)	Account Number
1.	
2.	
3.	
4.	
5.	

Please contact me/us if you have any questions about this request.

Account Owner(s) Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Thank you for processing this request.

Account Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Joint Signature (if applicable) \_\_\_\_\_ Date \_\_\_\_\_