

Step 1 **Notify your old bank of your change of account(s)**

Checking Account Change Notice

Date _____

Name _____

Address _____

City / State / Zip _____

SSN _____

Telephone () _____ - _____

E-mail _____

Please close my checking account at:

_____ (Financial Institution)

Current Checking Account # _____

Effective Date _____

Please check one:

Mail the balance of my checking account to my home address above.

Send the balance of my checking account to be deposited at Essex Bank, Attn: Switch Kit, P.O. Box 965, Tappahannock, VA 22560 (804) 443-4343, Deposit Operations

Essex Bank Routing Number 051406909

Essex Bank Account Number _____

Signature _____

Step 2 **Change your direct deposits**

Payroll and other Direct Deposits Change Notice

Date _____

Employer / Depositor _____

Address _____

City / State / Zip _____

To whom it may concern: you are currently depositing my
 entire paycheck part of my paycheck other direct deposit
to the following account:

Financial Institution Essex Bank _____

Routing # 051406909 Account # _____

Beginning _____, please stop making deposits to this account and, instead, make the same deposits to the account below at Essex Bank, Attn: Switch Kit, P.O. Box 965, Tappahannock, VA 22560.

Essex Bank Routing Number 051406909

Account Number _____

If you have any questions about this request, please contact me at one of the following:

Phone (day) _____ (evening) _____

Signature _____

Name (print) _____

Mailing Address _____

City / State / Zip _____

Step 3 **Change your automatic withdrawals and payments**

Automatic Withdrawals or Payments Change Notice

Date _____

Payee _____

Address _____

City / State / Zip _____

To whom it may concern: you are currently withdrawing \$ _____
for _____. My account or identifying number is _____ and payment is due on
_____ from the following account:

Financial Institution _____

Routing # _____ Account # _____

Beginning _____, please stop making withdrawals from this account and, instead, make them from my account below at Essex Bank, Attn: Switch Kit, P.O. Box 965, Tappahannock, VA 22560.

Essex Bank Routing Number 051406909

Account Number _____

If you have any questions about this request, please contact me at one of the following:

Phone (day) _____ (evening) _____

Signature _____

Name (print) _____

Mailing Address _____

City / State / Zip _____