



## **SWITCH KIT in 4 Easy Steps!**

We understand that changing banks can be extremely inconvenient. We have put together some forms to help may this process easier.

### Step 1-Open a new account with us

- The new routing number and account number will help with changing any direct deposits or automatic payments
- Our routing number is 122243910
- Our bank will provide the new account number

### Step 2- Say Good-bye to the old bank

- Stop using your old account and let all your outstanding checks clear
- You may bring in your old checks and/or debit card(s) so we can destroy them

### Step 3- Change Direct Deposits and Automatic Payments

- We can make it easy for you with our Direct Deposit and Auto Payments Form. Complete our form(s) and attach a voided check from our bank
- If you receive Social Security or SSI Benefits via Direct Deposit, you may call Social Security Administration toll free at (800) 772-1213 to make the switch. The SSI office requires speaking to the customer directly.
- Some companies may require the use of their own forms to process account change requests. If this is the case, please contact us or bring them in so we may assist in completing the form.

### Step 4-Close the Old Account

- We can help the customer with closure by using the Account Closure Request Form

Please contact us at (805) 646-9909 if we can be of any assistance.

Thank you for choosing to bank local.  
Putting Community Back into Banking.

# SWITCH KIT

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

## Automatic Payment Checklist

Payment Type	Company Name	Company Address	Account Number	Payment Amount	Payment Date
Mortgage/Rent					
Auto Loan					
Cell Phone					
Credit Card					
Credit Card					
Charities					
Day Care					
Electric Co.					
Cable Company					
Gas / Oil					
Home Phone					
Health Club					
Insurance					
Internet provider					
IRA/Retirement					
Investments					
Trash Removal					
Tuition/School Expenses					
Water					
Other					

## Direct Deposit Checklist

Payment Type	Company	Account Number	Amount	Date of Payment
Employee payroll				
Pension/Retirement				
Social Security				
Investment income				
Other				

**New Account Switch Kit**  
**Direct Deposit Authorization Form**

I authorize you to switch my Direct Deposit to my Ojai Community Bank account listed below:

<b>Company Name:</b>			
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Ojai Community Bank Account Number:</b>			
<b>Type of Account:</b>	<input type="checkbox"/> Savings <input type="checkbox"/> Checking		
<b>Ojai Community Bank ABA/Routing Number:</b>	122243910		
<p>I understand that it may take up to 30 days to process this request. Please use the following information and signature as authorization, or to contact me with any questions.</p>			
<b>Name:</b>			
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Daytime Phone:</b>	<b>Employee Number:</b>		
<b>Signature:</b>			<b>Date:</b>
<p>When you have completed this form, we can either mail it for you or you may send it directly to your payroll department.</p>			

## New Account Switch Kit

### Authorization to Change Automatic Payments

This form is to authorize you to change the account from which you debit my automatic payments.

<b>Company Name</b>			
<b>Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Name on Account:</b>			
<b>Account Number with Company:</b>			
<b>Your Address:</b>			
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>Please discontinue making payments from my old account:</b>			
<b>Old Financial Institution's Name:</b>			
<b>ABA/Routing Number:</b>			
<b>Account Number:</b>			
<b>I hereby authorize any future automatic payments to be electronically debited from my new Ojai Community Bank account.</b>			
<b>Ojai Community Bank ABA/Routing Number:</b>	122243910		
<b>My New Account Number:</b>			
<b>Signature:</b>	<b>Date:</b>		
<b>Make sure to contact each company that is set up on Automatic Payments. To ensure you may not have missed someone please look over the Auto Payment Checklist.</b>			