

You may check the boxes next to the items you have completed (if any).
And then print out and keep this checklist handy. As you continue completing items, simply check off the boxes on your printed copy.

- Make sure all checks have cleared on your checking account.
- Make certain enough funds are available in your account to cover any automatic payments that may yet need to be withdrawn.
- Send written notice to your direct deposit vendors (payroll, social security*, CD interest payments, etc.) of the changes in your relationship.
(Use Direct Deposit Authorization Form)

* For social security direct deposits, changes may be made by calling Social Security Administration at 1.800.772.1213.
- Send written notice to your vendors who automatically take your payments from your checking account (utilities, insurance companies, internet service providers, banks, etc.) to inform them that you are closing the account.
(Use Automatic Payment Switch Form)
- Send notification of new account information to vendors who want you to continue to generate automatic withdrawals instead of paying by BillPay; or use this notification to start a new automatic payment with a vendor.
(Use Automatic Payment Switch Form)
- Send written notice to the financial institution that you are closing the account. (Use Existing Account Closing Form)

Call 504-834-6330 if you have any questions regarding the switch to your New Metairie Bank account. The Bank of Personal Service Since 1947.

www.metairiebank.com

- ◆ *Account Closing Form*
- ◆ *Payroll Direct Deposit Authorization Form*
- ◆ *Automatic Payment/Deposit Switch Form*
- ◆ *Account Balance Worksheet*

Print and retain this checklist for your records.

Send the direct deposit authorization form to the company* making the direct deposit. For your payroll direct deposit, please give this form to your Human Resources department. If you have social security or other governmental direct deposits, please refer to the note in the left column.

Staple the voided check from your new Metairie Bank Account below:

Complete this form for each company with which you have a payroll direct deposit.

Last Name	First Name	
Street Address		
City	State	Zip
Work Phone		
Home Phone		
Social Security Number		
Employer's Name	Phone Number	
Employee ID Number or Department		



Please note: If you have social security or other governmental direct deposits, please use the Treasury Department Standard Form 1199A or pick a copy up at Metairie Bank.

For Social Security benefits, you can also contact them by phone to make direct deposit arrangements, by dialing 1.800.772.1213.

List Account Numbers Below:

Previous Account Number	
Previous Bank Name	065404560
Metairie Bank No. & Routing Transit	
<input type="radio"/> Checking <input type="radio"/> Savings	
Type of Account (check one)	

Check only one:

- A New Authorization for Direct Deposit. Not Currently using direct deposit.
- Please change my existing authorization. Transfer automatic payment from my previous bank to Metairie Bank.

Employee Signature	Date
Employer Signature	Date

* Please make additional copies as required. You should use one form for each company.

You may want to keep your previous account open for 2 months in order to ensure all Direct Deposit transfers are complete.

This form will notify merchants to redirect automatic payments or automatic deposit transactions (ie. CD interest payments) to Metairie Bank. To ensure accuracy, please attach a voided check from your new Metairie Bank account to each Automatic Deposit Switch Form that you use (see below).

Complete and sign one copy of this form for each automatic payment or automatic depositor (other than payroll) and mail to the institution that deposits to your old account.

To:

Staple the voided check from your new Metairie Bank Account below:

Merchant / Company Name

Merchant / Company Address

City State Zip

From:

Name

Address

City State Zip

ID Number or Department



Please redirect my:

Automatic Payment Automatic Deposit

To my new Metairie Bank Checking Account effective

Immediately Or Beginning ___ / ___ / ___

065404560

Metairie Bank No. & Routing Transit

Signature

Social Security / TAX Identification Number

Daytime Phone Number

** Please make additional copies as required. You should use one form for each Automatic Depositor.*

You may want to keep your previous account open for 2 months in order to ensure all Automatic Deposit transfers are complete.

To whom it may concern -
Please close my account described below.

Complete this form
and return it to your
old bank.

Name(s) on Account

Social Security / TAX Identification Number

Account Number

Account Type

Check only one:

No disbursement of funds is necessary.

The account balance is zero.

I have deposited a check for the balance in my new bank.

Disbursement of funds is necessary. Prepare a cashier's check
for the balance of my account payable to:

Names on account, and mail to:

Name

Address

City

State

Zip

Metairie Bank for the benefit of

Metairie Bank Account Holder's Name

To be deposited in Account Number:

Please include my Social Security Number:

Please prepare a cashier's check for the balance of my account, with the account number above and mail to:

Metairie Bank
Customer Service
3344 Metairie Road
Metairie, La 70001

Thank you for your prompt attention to this matter.

Sincerely,

Customer Signature

Date

Joint Account Holder Signature

Date

*One form should be used
for each request.*

*Please make additional copies
as needed.*

Use this work sheet to balance your checkbook with the checking account balance shown on your most recent statement. Be as accurate as possible when completing this form. This worksheet will help you know what's available in your old checking account to deposit into your new Metairie Bank account.

Complete this form to figure out what's in your old checking account to deposit into your new Metairie Bank Account.

1. Enter your account balance shown on your checking statement.

\$ _____
Last statement balance

2. Enter deposits that do not appear on your statement.
Include interest earned and deposits made through ATM's and Direct Deposits

+\$ _____
Total Deposits

<i>Date</i>	<i>Amount</i>	<i>Date</i>	<i>Amount</i>	<i>Date</i>	<i>Amount</i>

3. Subtotal by adding steps 1 and 2.

= \$ _____
Last Balance + Deposits

4. Enter outstanding checks, transfers or withdrawals not appearing on your statement.
Include any debit card purchases, ATM withdrawals, automated payments and fees.

- \$ _____
Total Outstanding Debits

<i>Date / Ck#</i>	<i>Amount</i>	<i>Date / Ck#</i>	<i>Amount</i>

5. Subtract step 4 from step 3.
This should match your checkbook register balance.

= \$ _____
Checking Account Balance

Print and retain this worksheet for your records.